For your convenience and to avoid mishaps in test scheduling and transportation please include a copy of
the course syllabus with your selected options listed below. All tests need to be received by the AES
office at least one day prior to the testing date.

Student: ______________________________________________ ID No.: ______________________

Faculty Member/Instructor: __________________________________________________________

Department/Course/Section No.: ______________________________________________________

TEST TRANSPORTATION: TO THE AES OFFICE

Option 1: Faculty Member/Instructor or a designated departmental representative (e.g. Department
Secretary) will deliver the exam/quiz to:

   ____ AES Main Office in Joseph T. Taylor Hall, Room UC 100.
   ____ AES Testing Lab in the University Library, Room 3135H.

____ Option 2: I will forward the exam/quiz to your office using the aes@iupui.edu emailing address or
by fax using the AES fax number (317) 278-2051.

____ Option 3: This is an Oncourse/network exam/quiz and does not require delivery. I will provide any
passwords that may be required prior to the exam/quiz.

Special Instructions: ___________________________________________________________________
                                                                 _________________________
                                                                 _________________________

TEST TRANSPORTATION: RETURN TO THE FACULTY MEMBER/INSTRUCTOR

____ Option 1: Test will be returned to the AES Office for Faculty Member/Instructor pick-up.

____ Option 2: Test will be returned by AES Staff to the following location: _______________________
                                                                 _______________________

____ Option 3: Test may be emailed or faxed to the following email address/fax number:

_____________________________________________________________________________________
_____________________________________________________________________________________

AES will deliver the exams back to the designated office you identify within 24 hours of completion of
the exam/quiz. If this is not acceptable, the exam will be ready for pick-up in the AES Office 30 minutes
after the exam is to be completed.

Faculty Member/Instructor Signature                                                  Date

White copies are returned to AES, pink copies remain with the instructor.