

**ADAPTIVE EDUCATIONAL SERVICES
TEST TRANSPORTATION FORM**

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.