Intake Form: ConTest

***Please, fill in this form and hand it over with your answer sheets at the ESA-Desk***

Name instructor (Docent):

Email address:

Course ID (Vakcode): Title course:

Bachelor or Master: Title programme:

Date exam: Number of forms: Date drop off forms:

*Please, choose the* ***YES*** *or* ***NO*** *box to fill in:*

* **YES:** I have a ConTest Account

Have you created a **new test**  in Contest for this batch?

* Yes
* No

Do you have a **Key form** (the form that contains the right answers)?

* Yes
* No  Without a key form you have to create your new test yourself in ConTest.

*Your batch will be processed within a week. You will receive a mail from*[*examdesk@tudelft.nl*](mailto:examdesk@tudelft.nl) *when you can access your data.*

* **NO:** I don’t have a ConTest Account

Do you have a **Key form** (the form that contains the right answers)?

* Yes
* No  Without a key form you have to create your new exam yourself in ConTest.

**To receive your data and grades we will have to create a ConTest account for you. Please fill in the following information:**

Name instructor: ……………………………………………………………………………………………………

Name Programme (Opleiding): ……………………………………………………………………………..

Bachelor *or* Master: …………………………………………………………………………………………….

Course ID (Vakcode): …………………………………………………………………………………………….

*Your batch will be processed within a week. You will receive a mail from*[*examdesk@tudelft.nl*](mailto:examdesk@tudelft.nl) *when you can access your data.*

***Please, pick up your answer sheets once you received a mail from*** [***examdesk@tudelft.nl***](mailto:examdesk@tudelft.nl)***. If you want a TA to do this and they don’t have an employee account, please email*** [***examdesk@tudelft.nl***](mailto:examdesk@tudelft.nl) ***with the details of the TA, so they can check their identity before handing over the answer sheets.***

***Allee in te vullen door ESA baliemedewerkers:***

**Inname tentamenformulieren**

Datum:

Naam medewerker:

**Uitgifte tentamenformulieren**

Datum:

Naam medewerker:

Naam docent (of namens docent):

Handtekening/paraaf:

Personeelsnummer: