Exam Proctor Form

Exam proctoring needs to be prearranged. The Exam Proctoring Form <u>must</u> accompany the exam before the exam will be administered.

STUDENT'S NAME:

COURSE NAME/NUMBER:

INSTRUCTOR'S NAME: INSTRUCTOR'S EXT:

INFORMATION PROVIDED BY:

_____INSTRUCTOR   _____OTHER

Exam Instructions
Check items that apply

Maximum time allowed_____

_____Notes allowed   _____Open Book   _____Use of computer

_____Calculator allowed   _____Dictionary Allowed   _____Scrap Paper allowed

Special Instructions_____

Method of exam return: _____Instructor/Faculty/Staff will pick up

                                    _____

                                    _____Return by campus mail

Exam must be taken by: _____am/pm on _____

***************************Academic Support Office Use Only*********************************

Date exam received_____   Date exam taken_____

Time exam started _____   Time exam finished_____

Proctor _____   Student signature_____