Exam Instruction Form

Student fills out this section:
Student Name: __________________________ Exam date:____________________
Faculty Name___________________________ Exam time:____________________
Class: _________________________________ Computer? Yes No
_________________________________________ Internet access? Yes No

Instructor fills out this section:
Test delivered to Learning Center on this date: ____________________________________
Method: __ in person/courier __electronically
Test will be retrieved in person on this date and time: ______________________________
Length of test time for classmates: ________________
Where or how can you be reached during the exam? ________________________________
Please check items that are allowed during the exam:
____ Textbook ____ Notes ____ Handouts _____ Calculator ____ Computer ____ Internet
Other Instructions:
___________________________________________________________________________

Learning Center Professional Staff Member fills out this section:
Test received by: __________________________________________________________
Accommodation: ____________________________________________________________
Time allowed: _____________________________________________________________
Test start time: ____________________________________________________________
Test completion time: _______________________________________________________
__________________________________________________________________________

Test was picked up by ________________________________________________

Date: ____________________________
Time: ____________________________

Learning Center Staff Member Signature: ________________________________