

## Exam Instruction Form

### Instructor fills out the following items:

Student Name: \_\_\_\_\_

Faculty Name \_\_\_\_\_

Class: \_\_\_\_\_

Test delivered to Learning Center on this date: \_\_\_\_\_

Method: \_\_\_ in person/courier \_\_\_ electronically

Test will be retrieved **in person** on this date and time: \_\_\_\_\_

Please check items that are allowed in the testing room during the exam:

\_\_\_ Textbook \_\_\_ Notes \_\_\_ Handouts \_\_\_ Calculator \_\_\_ Computer

Other Instructions:

Exam needs to be completed on this date and time: \_\_\_\_\_

Earliest time date and time student may take the exam: \_\_\_\_\_

Latest date and time student may take the exam: \_\_\_\_\_

### Remainder to be filled out by a Learning Center Professional Staff Member:

Test received by: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Time allowed: \_\_\_\_\_

Test start time: \_\_\_\_\_

Test completion time: \_\_\_\_\_

Test was picked up by \_\_\_\_\_ on (date) \_\_\_\_\_

at (time) \_\_\_\_\_

Learning Center Professional Staff Member Signature: \_\_\_\_\_