

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: _____

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 _____

on (date) _____

at (time) _____

Learning Center Professional Staff Member Signature: _____