

EXAM PROCTORING CHECKLIST

PLEASE COMPLETE ALL SECTIONS AND SUBMIT WITH EXAM.
SEE REVERSE SIDE FOR INSTRUCTIONS.

Section A: Course Information

1. Student(s) Name(s): _____
- Instructor's Name: _____ Course: _____
- Instructor's Office: _____ Phone: _____
- Instructor's Signature: _____ Date: _____
- Time (hours:minutes) allowed for this exam in class: _____ : _____
- Time (hours:minutes) allowed for this exam in EPC: _____ : _____

Section B: Proctoring Conditions

Unless specified, only a pen or pencil will be permitted.

2. Check all items that are permitted in the test area:

_____ scrap paper	_____ notes
_____ calculator	_____ open book
_____ dictionary	_____ formula sheet
_____ word processor	_____ other _____

3. Because a question may arise during the exam, please list the name and telephone number of instructor or designee who will be available during the exam.

Name: _____ Phone: _____

Section C: Exam Delivery and Return

4. Method of delivery: _____ student
_____ instructor
_____ designee
_____ EP courier
_____ e-mail/fax
- Method of return: _____ student
_____ instructor
_____ designee
_____ EP courier*
- *Return location: _____

Information/Questions: Call the Exam Proctoring Center at 656-5767

(OVER)

[2/06]

EXAM PROCTORING CHECKLIST

**PLEASE COMPLETE ALL SECTIONS ON REVERSE SIDE OF PAGE
AND SUBMIT WITH EXAM.**

Section A: Course Information

1. Please fill out all information requested in Sections A, B, and C. If sending several copies of the same exam, list all students on one checklist and send all copies of exam in one Exam Proctoring envelope.

Section B: Proctoring Conditions

2. Specify any/all items that are permitted in the test area. Provide additional information when needed.
3. It is helpful to have an instructor or designee available during the exam for questions that may arise. If such an arrangement can be made, please indicate the name of the person to be contacted and the telephone number where s/he can be reached during the time of the exam.

Section C: Exam Delivery and Return

4. The student is responsible for contacting the faculty member regarding the method of transportation of exams to the Exam Proctoring Center. Exams can be transported by the student, instructor, his/her designee, or a student courier from the Exam Proctoring Center. In addition, exams can be sent via e-mail or fax with advance notification.

Student transports exam in Exam Proctoring envelope sealed with Exam Proctoring label. Exams cannot be sent through campus mail.

NOTE: If the instructor chooses to have the exam(s) *delivered TO* the Exam Proctoring Center via EP courier, the instructor must contact the Exam Proctoring Center at 656-5767 to request a pick up. The Exam Proctoring staff *must* pick up exams a *minimum of one day before the exam is to be administered*. Courier service is not available on the day the exam is scheduled.

Please indicate the location where the Exam Proctoring courier is to return the exam(s).

All exam materials will be returned to the instructor.

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