**EXAM PROCTORING CHECKLIST**

**PLEASE COMPLETE ALL SECTIONS AND SUBMIT WITH EXAM**

### Section A: Course Information and Exam scheduling

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
</tr>
<tr>
<td>Instructor’s Name:</td>
<td></td>
</tr>
<tr>
<td>Instructor’s Office:</td>
<td>Phone#</td>
</tr>
<tr>
<td>Instructor’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

The exam is scheduled to take place in The Learning Center on (date): ___ start time: |
What is the time allotted for students taking the exam in class?

### Section B: Proctoring Conditions (Unless specified, only a pen/pencil will be permitted.)

For on-line exams, please provide details we will need to facilitate the exam session:

Check all items that are permitted in the test area:
- [ ] open book
- [ ] notes
- [ ] scrap paper
- [ ] calculator
- [ ] formula sheet
- [ ] other (PLEASE EXPLAIN)

Because a question may arise during the exam, please list the name and phone number of instructor or designee who will be available during the time the student is sitting for the exam.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

### Section C: Exam delivery and Return

Method of delivery:
- [ ] student will bring exam in a sealed envelope
- [ ] instructor will drop off the exam in The Learning Center
- [ ] fax 832-1924 (Call 832-1900 so that the exam can be secured immediately.)

Method of return:
- [ ] faculty or department secretary will pick up exam
- [ ] special arrangements may be made for a staff member from The Learning Center to return the exam to the department, call 832-1900 to make arrangements. (Signature from the instructor or departmental secretary is required upon receipt.)

Information/Questions: Call the Learning Center at 832-1900