

Academic Proctoring Center – Instructor’s Form

(formerly Make Up Testing Center)

Room BFL- 210, Fall 2018

For Instructors - Please provide and print information requested and submit with your exam.

Center Hours for Fall 2018: September 10 through December 14, 2018

Monday 9am-11am; 3:30pm-7:30pm // Tuesday 3:30pm-7:30pm // Wednesday 3:30pm-7:30pm // Thursday 3:30pm-7:30pm // Friday 11:00am-3:00pm

Instructor’s Name	Submission date: <i>The Exam Center cannot make copies nor receive exams through email.</i>
Instructor Email:	Last Day Exam can be taken or Exam Date:
Course and Section No.	<i>Any extensions beyond this date, instructor will need to notify Center in writing.</i>
Quiz/Exam # or Title:	Amount of time Allowed:
	Is Exam a replacement? Y N
Allow or Required (Please circle and/or specify): Scientific Calculator Graphing calculator Blue book Scantron (specify #) _____ Tables? Y N <i>(please specify below)</i> Dictionary Allowed?(translation dictionary only, non-electronic): Y N Notes Allowed? Y N Homework allowed? Y N Note Card [size] Y N _____ Specify other: _____	
Other Instructions:	Preferred method of return of tests: (circle one) <u>Campus mail (default)</u> <u>Instructor pick-up at center (only when open)</u> IF FINAL EXAM: Date Returned _____ <i>(If exam is to be mailed, provide self-addressed, stamped envelope)</i>
<u>Student Names</u> (you can add a separate sheet or write on the back for additional students)	
1.	5.
2.	6.
3.	7.
4.	8.
	.