

Proctored Exam Request Form

Date of Request: ____/____/____

Reason for Exam	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Make-up Exam	<input type="checkbox"/> Other _____
Type of Exam	<input type="checkbox"/> Computer-based: Password _____ <input type="checkbox"/> Paper & Pencil <input type="checkbox"/> Other		
Method of Return	<input type="checkbox"/> I will pick up completed exam(s) @ Academic Support <input type="checkbox"/> Mail completed exam(s) via "Interoffice Mail" <input type="checkbox"/> Postage-paid envelope will be provided with exam materials <input type="checkbox"/> Computer-based exam <input type="checkbox"/> Other _____		

FACULTY INFORMATION

Name _____ Phone _____ Email _____

EXAM INFORMATION

Semester/Term _____ Course Name & Number _____

Name of Test/Quiz _____

Test can be administered: Beginning date _____ Ending date _____

Name & Student ID for students to be tested (or attach roster):

EXAM PROCTORING INSTRUCTIONS

Note: Students will not be allowed to leave the Test Center while testing and return later to complete a test unless otherwise noted by instructor. Only items indicated will be allowed. If an item is left unchecked, it will be assumed that it is NOT allowed.

Time allowed: _____

Record answers on (supplied by instructor or student): Test Scantron Blue book
 Ruled paper Other _____

Materials permitted (check all that apply):

<input type="checkbox"/> Textbook	<input type="checkbox"/> Notes _____	<input type="checkbox"/> Standard Calculator	<input type="checkbox"/> Graphing Calculator
<input type="checkbox"/> Formula Sheet	<input type="checkbox"/> Scratch Paper (# of sheets: _____)	<input type="checkbox"/> Dictionary	
<input type="checkbox"/> Breaks	<input type="checkbox"/> Other _____		

Other instructions or restrictions:

Please return completed form to Testing@untdallas.edu, or call 972.338.1645 for more information.