UNT | DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

Proctored Exam Request Form

Date of Request: _____/_____/_____

Reason for Exam	☐ Distance Learning ☐ Make-up Exam ☐ Other_____
Type of Exam	☐ Computer-based: Password_____ ☐ Paper & Pencil ☐ Other
Method of Return	☐ I will pick up completed exam(s) @ Academic Support ☐ Mail completed exam(s) via "Interoffice Mail" ☐ Postage-paid envelope will be provided with exam materials ☐ Computer-based exam ☐ 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):
☐ Textbook   ☐ Notes_____   ☐ Standard Calculator ☐ Graphing Calculator
☐ Formula Sheet   ☐ Scratch Paper (# of sheets:_____)   ☐ Dictionary
☐ Breaks   ☐ Other_____

Other instructions or restrictions:_____

Please return completed form to Testing@untdallas.edu, or call 972.338.1769 or 972.338.1761 for more information.