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Full and synchronous online UAFS course exams

Only faculty are authorized to make changes or corrections to their course tests. Changes or corrections cannot be made by ASC personnel.

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## Test Proctoring Request Exam Intake Form

### Faculty Information

Instructor Name: \_\_\_\_\_ Office Location: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Instructor Cell (optional) \_\_\_\_\_

Instructor Email: \_\_\_\_\_

### Proctoring Information

Course Name and Section: \_\_\_\_\_

Test Name: \_\_\_\_\_ Time Limit: \_\_\_\_\_

Test Window Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Student Names: \_\_\_\_\_ : (All students will be required to present a valid photo ID.) Include a course roster if needed.

\_\_\_\_\_  
\_\_\_\_\_

Make-up Exam  Online course Exam

Allowed Testing Materials:  **No Extra Materials**

Textbook  Notes  Note Card(s)  Conversion Sheet  Four-Function Calc

Calculator (any)  Graphing Calc  Scratch Paper  Other (please specify): \_\_\_\_\_

Student may write on the test:  Yes  No  Not Applicable (if online)

How will the student record their answers?

Online Test  Paper Test  Scantron  Blue Book  Notebook Paper

Other (specify): \_\_\_\_\_

Password (online test): \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

### Test Return:

I would like a copy of the completed exam emailed to me.

Please send the hardcopy via interoffice mail.

Instructor will pick up.

No return necessary.

ASC Staff Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_