
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.

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: _____