Exam Proctoring Information Sheet

In order to better serve instructors and ensure academic honesty, all faculty members using the LAC’s test proctoring service are asked to complete this information sheet about their test procedures.

The LAC staff will complete an Exam Proctoring Slip for each student. We ask that faculty fill out this Information Sheet to relate the conditions under which they want the test taken. Please complete this form for each new test. Thank you.

Instructor ______________________________ Office Location ____________________

Contact Information _______________________________________________________

Course _________________________________________________________________

Test Number or Chapters Covered __________________________________________

We assume that students are not allowed to use any materials. If this is not the case, please place a check mark in the appropriate location:

- Notes ____
- Book ____
- Calculator ____
- Formula sheet ____
- Classmate assistance ____
- Other help (specify) _____________________________________________________

What date should the exam be taken by? _____________________________________

If this is a timed exam, how long do students have to take it? ___________________

Normally, we leave the completed exams here in your folder. However, we can send completed exams to you by courier (please include envelopes) or through campus mail. Note that we cannot guarantee delivery or the date that exams will arrive in your mailbox, nor are we responsible for missing exams sent through the mail. Check here if you want us to send completed exams through courier or campus mail? ____________________

Is there any other information that we need to know regarding this exam? ________

________________________________________________________________________

Thank you!