

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 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!