         

     



      !   "  !#   $ %

1. When a faculty member authorizes a student athlete to take an exam at a non-standard time, or in a non-standard location, due to travel for athletic competitions, there are two general approaches that can be followed. One option is for the professor to administer his or her own
exam either before or after the travel. A second option is for the professor to allow a member
of the athletic department professional staff to administer the exam while the student athlete is traveling. The Athletic Director determines which

  "    %&' "

()$  !%

Student Name ______________________ Professor Name _________________________

Transmission of Exam
Ο Professor will deliver exam to ____________________________by date: ____________________

Ο Professor will email exam to _____________________________by date: _____________________

Ο Other (please explain) ____

Returning the Exam

The deadline for returning this exam to the professor is _____________________________________

Ο Professor will pick-up completed exam from ____

Ο Professor requests completed exam delivered to ____

Ο Other (please explain) ____

If there are any restrictions on the day/time this exam may be given, please explain (for example, indicate if the exam may not be given before a certain day/time or if the exam must be completed by a certain day/time). ____

Maximum amount of time student may work on exam: _________________________

Restroom breaks: Yes ____ No ____ Extra paper: Yes ____ No ____

Dictionary: Yes ____ No ____ Calculator: Yes ____ No _____

Cell phone: Yes ___ No _____ Drinks/Snacks: Yes ____ No _____

Open notes/formulas: Yes____ No ____ If yes, please specify____

Open book: Yes ____ No____ If yes, please specify____

Use of Laptop: Yes_____ No_____ Internet Access: Yes___ No_______ Spell Check: Yes ____ No ______

Additional instructions, rules or notes:____

____

____

If clarification is needed during the exam, how can we best reach you?

Email: ____

Cell phone: _________________________ Text: Yes ___ No ____ Office phone: ________________________

Other notes: ____

____

   *     *  +   ,**   %     

Signature: Date:

-   !   . 

(    !        %

• No heavy jackets, coats, hats, or cumbersome outerwear are permitted in the testing area.

• No cell phones or electronic devices are permitted in the testing area, unless permitted by the professor. Students
are required to check all electronic devices in with the proctor with the exception of watches and clocks.

• No backpacks, purses, brief-cases, bags etc. will be permitted in the testing area. Students are required to check
these items with the proctor.

• The only materials permitted in the testing environment are those provided by the professor, items specified by the
professor on the “Exam Proctoring Form”, and/or materials provided by the proctor at the request of the professor.

• If prohibited items are discovered during the exam proctoring session, the prohibited items will be collected by the
exam proctor who will communicate the violation of procedure to the professor, and will turn the item or items in to the professor, along with the completed exam, for further examination.

• Leaving the exam area for restroom breaks or other reasons is allowed only if authorized by the profes

-   !   (*

To be completed by the proctor at the end of the exam.

Proctor name: ____

Exam date: ____

Exam start time: ____

Exam end time: ____

Use this space to briefly describe the testing environment:

Use this space to briefly describe anomalies or concerns, if any, about the administration of this exam:

____ ____________________________________

Proctor Signature Date

Please return both sides of this form to the sponsoring faculty member.