Proctored Exam Request Form

Date of Request: __/__/____

Reason for Exam
☐ Distance Learning  ☐ Make-up Exam  ☐ Other____________________

Type of Exam
☐ Computer-based: Password____________________
☐ Paper & Pencil
☐ Other

Method of Return
☐ I will pick up completed exam(s) @ Academic Support
☐ Mail completed exam(s) via “Interoffice Mail”
☐ Postage-paid envelope will be provided with exam materials
☐ Computer-based exam
☐ Other________________________

FACULTY INFORMATION

Name___________________________  Phone____________________  Email____________________

EXAM INFORMATION

Semester/Term_____________________________ Course Name & Number________________________

Name of Test/Quiz_______________________________________________________________

Test can be administered: BEGINNING DATE_________________ ENDING DATE_________________

Name & Student ID for students to be tested (or attach roster):

EXAM PROCTORING INSTRUCTIONS

Note: Students will not be allowed to leave the Test Center while testing and return later to complete a test unless otherwise noted by instructor. Only items indicated will be allowed. If an item is left unchecked, it will be assumed that it is NOT allowed.

Time allowed:____________________

Record answers on (supplied by instructor or student):  ☐ Test  ☐ Scantron  ☐ Blue book
☐ Ruled paper  ☐ Other____________________

Materials permitted (check all that apply):
☐ Textbook  ☐ Notes____________________  ☐ Standard Calculator  ☐ Graphing Calculator
☐ Formula Sheet  ☐ Scratch Paper (# of sheets:_______)  ☐ Dictionary
☐ Breaks  ☐ Other____________________

Other instructions or restrictions:

Please return completed form to Testing@untdallas.edu, or call 972.338.1645 for more information.