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 test(s) @ Academic Support
- ☐ Mail completed test(s) via “Interoffice Mail”
- ☐ Deliver exam via Courier (UNT Denton Campus ONLY)
- ☐ Postage-Paid Envelope will be provided with testing materials
- ☐ Computer-Based Test
- ☐ Other ____________________________

FACULTY INFORMATION
Name: ___________________ Phone: ___________________ Email ___________________

TEST INFORMATION
Semester: ___________________ Course Name/# ___________________
Name of Test/Quiz: ___________________

Test can be administered
Beginning date: ___________________ Ending date: ___________________

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

TEST 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:

University College Academic Support   7300 Houston School Road, Dallas TX 75241
972-338-1646