If students qualify for disability accommodations, complete this form and attach it to their exams. You may drop exams off at the Learning Center during regular office hours or put them in campus mail. You may also e-mail it with the test to testing.center@matsu.alaska.edu. If the student requires special equipment or software not normally available in the Learning Center, please allow at least 2 days lead time. **Students are responsible for making appointments to take exams and for making sure they can complete their exams during regular hours of operation.**

### Exam Cover Sheet for DSS Accommodations

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course number &amp; section:</td>
<td></td>
</tr>
<tr>
<td>Exam # or Chapter#:</td>
<td></td>
</tr>
<tr>
<td>Faculty Name:</td>
<td></td>
</tr>
<tr>
<td>Best faculty contact info:</td>
<td></td>
</tr>
<tr>
<td>Today’s Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Exam Instructions:**

**Materials allowed:**
(Note that phones of any kind are not allowed in the test room. Please use caution in allowing students to use programmable calculators, e-texts, or Internet resources, as they present security issues and the proctors are not able to adequately monitor their use.)

- [ ] None
- [ ] Notes
- [ ] Textbooks
- [ ] Scratch paper
- [ ] Return scratch paper with test: [ ] Yes [ ] No
- [ ] tLC 4-function calculator
- [ ] Other calculator: [ ]
- [ ] Use of computer (word processing, no internet)
- [ ] Other materials:
- [ ] Other instructions:

**For tLC Use:**

Date Test Taken: ___________________________ ID Type: ___________________________.

Proctor

<table>
<thead>
<tr>
<th>Start Time:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Time:</td>
<td></td>
</tr>
</tbody>
</table>

S:\learning\center\MSC TESTING CENTER\Forms\MSC Proctor Forms\Proctored Exam Cover Sheet 8/15/2013
Tester’s Code of Conduct

I will

• not interact with other testers in the test room.
• take the exam in one sitting unless exam instructions allow otherwise.
• use only the resources allowed in the exam instructions.
• return to the proctor all material pertaining to the test (including scratch paper and class notes).
• not bring personal belongings into the test room unless specified in exam instructions. These include but are not limited to
  - Phones and other electronic devices
  - Snacks, drinks, and water bottles
  - Pens, pencils, and paper
  - Hats and coats
  - Handbags and backpacks

I understand that failure to comply with this code of conduct may result in termination of my testing session.

Name: 

Date: