# Exam Cover Sheet

**Learning Center**  
(907) 745-9713  
testing.center@matsu.alaska.edu  
OLB 121

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Please attach this form to your exam and send to testing.center@matsu.alaska.edu. If more than one exam, please include a cover sheet for each exam and student. Completed exams will be returned via inter-campus mail unless otherwise indicated. For students needing testing accommodations for disabilities, use the Exam Cover Sheet for DSS Accommodations.

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## 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 other 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:**

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## For tLC Use:

- **Date TestTaken:**  
  - **ID Type:**

- **Proctor**  
  - **Start Time:**  
  - **End Time:**

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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 all material pertaining to the test (including scratch paper and class notes) to the proctor.
• 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: