

Exam Cover Sheet

Learning Resource Center (LRC)

matsutesting@alaska.edu

OLB 121



Student Name:

Student has disability accommodations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Course Name: (Ex: MATH A105)

Campus:

<input type="checkbox"/> MSC
<input type="checkbox"/> UAA
<input type="checkbox"/> Other:

Exam name or #:	Faculty Name:
Today's Date:	Best contact info:

Return instructions:

<input type="checkbox"/> MSC interoffice mail	<input type="checkbox"/> Email:
<input type="checkbox"/> Prepaid mail or courier:	
<input type="checkbox"/> Other:	

Exam Instructions: *Note that phones and other devices with recording capability are not allowed in the test room.*

Time Limit (time allowed to students in class): <i>Proctor will adjust time for accommodations.</i>
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Deadline (test must be completed by this date):

<input type="checkbox"/> Deadline is the end of this semester

Students are allowed to use the following resources:

<input type="checkbox"/> None	Calculator:	Computer:
<input type="checkbox"/> Notes	<input type="checkbox"/> Basic, 4-function	<input type="checkbox"/> No Internet
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Scientific (non-programmable)	<input type="checkbox"/> Internet
<input type="checkbox"/> Scratch paper	<input type="checkbox"/> Graphing (programmable)	Password:
<input type="checkbox"/> Bathroom breaks	<input type="checkbox"/> Any	

Other instructions to proctor:

For LRC use only

Test Date: _____ ID Type: _____	Start time
Proctor: _____	End time

Learning Resource Center

Matanuska-Susitna College

Palmer, AK 99645

(907) 745-9713

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Code of Conduct

- Examinees will not interact with each other in the test room.
- Tests are designed to be taken in one sitting. Any exceptions must be discussed with the proctor.
- The only resources allowed in the testing room are the ones specified in the exam instructions.
- After the exam is completed, all test materials (including scratch paper and notes) will be returned to the proctor.
- Personal belongings will not be brought into the test room. Examples include but are not limited to
 - Phones, watches, Fitbits, and other electronic devices
 - Snacks, drinks, and water bottles
 - Writing utensils and paper
 - Hats
 - Handbags and backpacks

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

Date Test Taken: _____ ID Type: _____

Proctor: _____

Start Time: _____

End Time: _____