# Exam Cover Sheet

**Learning Resource Center (LRC)**  
matsutesting@alaska.edu  
OLB 121

<table>
<thead>
<tr>
<th>Campus:</th>
<th>MSC</th>
<th>UAA</th>
<th>Other:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Exam name or #:</th>
<th>Faculty Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th>Best contact info:</th>
</tr>
</thead>
</table>

## Return instructions:
- MSC interoffice mail
- Prepaid mail or courier:
- 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):**

**Proctor will adjust time for accommodations.**

**Deadline (test must be completed by this date):**

- Deadline is the end of this semester

**Students are allowed to use the following resources:**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Textbooks</th>
<th>Scratch paper</th>
<th>Bathroom breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Basic, 4-function</td>
<td>Scientific (non-programmable)</td>
<td>Any</td>
</tr>
</tbody>
</table>

**Computer:**

- No Internet
- Internet

**Password:**

**Other instructions to proctor:**

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**For LRC use only**

<table>
<thead>
<tr>
<th>Test Date:</th>
<th>ID Type:</th>
<th>Start time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proctor:</th>
<th>End time</th>
</tr>
</thead>
</table>

S:/Learning Center/Forms/Proctor Forms  
2/9/2022
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.