# Exam Cover Sheet

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

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Campus: MSC ☐ UAA ☒ Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This student has disability accommodations</td>
<td>yes ☐ no ☒</td>
</tr>
<tr>
<td>Course Name:</td>
<td></td>
</tr>
<tr>
<td>Exam name or #:</td>
<td>Faculty Name:</td>
</tr>
<tr>
<td>Today's Date:</td>
<td>Best contact info:</td>
</tr>
</tbody>
</table>

## Return instructions:

- [ ] via MSC interoffice mail
- [ ] prepaid mail or courier:
- [ ] other:

## Exam Instructions: Note that phones (and certain devices with recording capability) are not allowed in the test room.

### Time Limit (time allowed to students in class):
Proctor staff will adjust time for accommodations.

### Deadline (test must be completed by this date):
Deadline is the end of the semester

Students are allowed to use the following resources:

- [ ] None
- [ ] Calculator: Basic, 4-function
- [ ] Computer: with internet
- [ ] Calculator: Scientific (non-programmable)
- [ ] Computer: with no internet
- [ ] Calculator: Graphing (programmable)
- [ ] Computer: Password:
- [ ] Scratch paper
- [ ] Any
- [ ] Other:

Other instructions to proctor:

## For LRC use only

<table>
<thead>
<tr>
<th>Test Date:</th>
<th>ID Type:</th>
<th>Start time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor:</td>
<td></td>
<td>End time</td>
</tr>
</tbody>
</table>
Test Center Policies

• 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 and drinks
  - Writing utensils and paper
  - Hats
  - Handbags and backpacks

I understand that failure to comply with these policies may result in termination of my testing session.

Signature: _______________________________ Date: ______________