

Exam Cover Sheet

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



Student Name:			Campus:	<input type="checkbox"/>	MSC	<input type="checkbox"/>	UAA
This student has disability accommodations		yes		no	Other:		
Course Name:							
Exam name or #:		Faculty Name:					
Today's Date:		Best contact info:					

Return instructions:

<input type="checkbox"/>	via MSC interoffice mail	<input type="checkbox"/>	via email:
<input type="checkbox"/>	prepaid mail or courier:		
<input type="checkbox"/>	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): <i>Proctor staff will adjust time for accommodations.</i>
Deadline (test must be completed by this date): <input type="checkbox"/> Deadline is the end of the semester

Students are allowed to use the following resources:

<input type="checkbox"/> None	Calculator:	<input type="checkbox"/>	Computer:
<input type="checkbox"/> Notes	<input type="checkbox"/> Basic, 4-function	<input type="checkbox"/>	<input type="checkbox"/> with internet
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Scientific (non-programmable)	<input type="checkbox"/>	<input type="checkbox"/> with no internet
<input type="checkbox"/> Scratch paper	<input type="checkbox"/> Graphing (programmable)	<input type="checkbox"/>	Password:
<input type="checkbox"/>	<input type="checkbox"/> Any	<input type="checkbox"/>	
<input type="checkbox"/>	Bathroom breaks outside the testing center		

Other instructions to proctor:

For LRC use only		
Test Date: _____	ID Type: _____	Start time
Proctor: _____		End time

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: _____