

# Request to Proctor a Make-up Exam

All **bold** fields are required. To ensure fast service, please fill in as many fields as you can.

Date Requested: \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**Course Code:** \_\_\_\_\_ **Exam Name:** \_\_\_\_\_

**Students writing the exam:**

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Exam Parameters:

A.

**Earliest day and time students can arrange to write exam:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Last day and time students can arrange to write exam:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Exams will be:**

Mail back to Instructor       Picked up by Instructor

B.

**Time allotted for the exam:** \_\_\_\_\_ (in minutes)

C.

Check appropriate:  Paper-based       On-line evaluation

All work must be completed on:

Exam paper / Exam booklet (as supplied)

Loose leaf

Scantron (as supplied)

Computer

**Exam Type:**  Closed Book       Open Book

If open book, resources are restricted to the following:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Other resources allowed but not provided (calculator, formulas sheet, etc.)

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

**STUDENT CARD MUST BE PRESENTED TO WRITE EXAM  
BOOK BAGS AND/OR NON-SPECIFIC BOOKS MUST BE LEFT WITH  
LIBRARY STAFF**