Part I: Student, Course, and Proctor Information

Student Information:
Student Name: ____________________________  LoLA number: ____________________________
Address: __________________________________  Email: ________________________________
Phone: __________________________________  Date Form Submitted:___________________

Course Information:
Course and Section: _________________________  CRN#: ________________________________(eg:32124)
Instructor: __________________________________
Semester: □ Fall  □ Spring  □ Summer

Proctoring Institution Information:
Proctoring Institution_________________________  Proctor Name: __________________________
Address*:__________________________________  Email: ________________________________
Phone: __________________________________  Fax: ________________________________

*Must be street address; tests cannot be delivered to PO Boxes

Part II: Testing Information

Number of Exams: ________________________
Dates for exam(s) to be taken:_____________________________
__________________________________________________

Supplemental Materials Allowed:
□ Instructor Designed Answer Sheet  □ Scantron: what type__________  □ Graphing calculator
□ Notes  □ Foreign Language dictionary  □ English Dictionary
□ Graph Paper  □ Ruled Paper  □ Thesaurus  □ Time:____________
□ Scratch Paper  □ Blackboard Exam (pw will be emailed separately)
□ Basic calculator  □ Other________________________

Method for Proctor to Return Completed Exams:
□ Return exams by mail:  □ Scan and email exam to:______________
Attention: ________________________________  □ Fax exam to:________________________
Address____________________________________
____________________________________________

Instructor signature:________________________  Date form and test(s) submitted:______________