



Exam Administration Form

Instructor: _____

Contact Phone Number: _____

Course: _____

Date Submitted: _____

Last Date to Take Test: _____

Exam Information

Time Limit: _____

Materials Permitted:

Blank Blue Book

(Supplied By Student)

Textbook

Notes (Specify): _____

Other (Specify): _____

None

Scratch Paper

(Return With Exam)

Study Guide

Computer

Calculator

Dictionary

Student may stop & resume taking test at any point

Students will answer questions on:

The Test

Blue Book

Blank Paper (Supplied by Student)

Instructor's Answer Sheet

Scantron Sheet (Supplied by Instructor)

Other (Specify): _____

Student(s) To Be Tested (Verify I.D. Before Administering Test)

Name(s) – Please Print

Student Signature

Date Taken

Proctor Initials

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

Special Instructions:

