

COVER SHEET FOR PROCTORED EXAMS

Kent State University at Trumbull
Library/ Theatre Building — Inside Gelbke Library
(330) 675-8868

TO: Elaine Shively / The Learning Center

FROM: _____ EXTENSION/CELL: _____

DATE TEST SENT: _____ COURSE: _____

TYPE OF EXAM: _____ Make-up _____ Online _____ SAS _____ Other

TEST OPEN DATE: _____ TEST CLOSE DATE: _____

NAME OF STUDENT(S): _____

REGULAR CLASS TIME allowed for test: (check one) ☐ 50 min. ☐ 75 min. ☐ Other _____
SAS will determine the total testing time based on the individual student's accommodations.

TEST INCLUDES: Math Questions _____ Essay Questions _____

AIDS PERMITTED: Please check all aids allowed for this exam:

_____ calculator (circle type) basic/scientific/graphing	_____ scrap paper (destroy)
_____ textbook	_____ scrap paper (collect)
_____ notes	_____ other (please explain)
_____ charts, graphs, tables	

EXTRA TESTS: I have included _____ extra tests for any student not listed by name.

COMPLETED TEST INSTRUCTIONS:

_____ HOLD completed exam for my pickup at the Learning Center.

_____ SCAN completed exam to me at my email address: _____

_____ DESTROY _____ RETAIN

If SCAN is selected, please indicate if you would like testing materials destroyed after your confirmation of receipt or if you would like a copy retained for your records.

INCOMPLETE TEST INSTRUCTIONS: If the student does not complete the exam by the close test date or by the end of the semester, would you like the exam to be retained for your pick up or destroyed?

_____ DESTROY _____ RETAIN

OTHER SPECIAL INSTRUCTIONS: _____

TESTING CENTER REMINDERS

Fall/Spring/Summer

*By appointment only

*Scheduled at least 48 hours in advance

*Must occur during hours of operation

*Coversheets must accompany all exams

ONLINE EXAM PASSWORD: _____

ADDITIONAL INSTRUCTIONS:

For Academic Services Only:

Proctored by: _____ Date: _____

Exam Time Permitted: ____ hour(s) ____ min. Exam Time Begin: _____

Exam Time End: _____ Exam Time Take: ____ hour(s) ____ min.

Faculty Signature: _____ Date: _____