The student should complete Part I of this form and then have their instructor complete Part II. Students need to deliver the completed exam request to the Academic Support Center in Bartlett Hall Room 204 five days in advance of the exam for scheduling.

Note—exams should be scheduled at the start time of the class unless a student has back-to-back classes that do not allow for extended time and other accommodations. Should a time conflict occur due to staff schedules, both the student and faculty member will be contacted to arrange an agreed test starting time.

**Part I – TO BE COMPLETED BY STUDENT:**

- **Requested Date** to take exam __________________________
- **Start Time** __________________________
- **Student’s Name** __________________________
- **Phone #** __________________________
- **Course Name/Number** __________________________
- **Meeting Time** __________________________
- **Instructor** __________________________

**Part II – TO BE COMPLETED BY INSTRUCTOR:**

- List any instructions and aids students are allowed to use during the exam:
  ______________________________________________________
  ______________________________________________________

- Indicate standard time allowed for all students in the class __________________________

- If no instructions are indicated, the Academic Support Center will assume the standard time for the exam is the length of the class and will not allow any aids during testing.

**INSTRUCTORS—PLEASE SIGN:**

I approve of the above date and time for the student to take this exam: __________________________

Return Exam to __________________________________________

(For office use only)

**Exam Delivered by:** __________________________

**Exam Received by:** __________________________

**Date** __________________________

**Time** __________________________

**Exam Start Time:** __________

**Exam Stop/Finish Time:** __________

**Irregularities:** ______ Yes ______ No

Note any irregularities on back of form

Contact Erin Halcott (981-8120) or Lori Hunter (981-8124) with any questions. Thank you.