

EXAM ADMINISTRATION FORM
All Exams/ Quizzes Must Be Emailed (testproctor@jcu.edu) or
dropped off to SAS (DSC E109) the day before scheduled exam

All completed **exam administration forms must be turned in 3 school days in advance**. It is the student's responsibility to schedule quizzes/ exams (tests) **3 school days in advance** with the professor and SAS (testproctor@jcu.edu).

The exam/ quiz must be accompanied by a completed administration form or the exam will not be administered and will not be rescheduled.

To be completed by Student:

Student Name: _____ Email: _____
Course Number (ex: EN 125-51): _____

To be completed by Instructor:

Instructor's Name: _____ Phone #: _____
Department: _____ Email: _____
Date of Exam/ Quiz: _____ Time of Exam/ Quiz: _____

Consent to change original exam/ quiz to new time/day: _____ (initials)

- New Exam/ Quiz Date: _____ New Exam/ Quiz Time: _____

Length of exam/ quiz (without extended time):

- Extended Time Accommodations: 1.5x 2x

Exam/ Quiz Format:

- Canvas **with** Lockdown Browser Canvas (**no** Lockdown Browser)
- Paper/ Pencil Other computer platform (i.e. Excel, Word)
- Additional Notes: _____

Will the student be utilizing a specialized software accommodation? Yes No

General (allowed for all students) Exam/ Quiz Information (check all that apply):

- Notes allowed, # of pages _____ Special Instructions for Test: _____
- Open book _____
- Calculator allowed _____
- Scratch paper (returned with test) _____
- Scantron (**must be provided by instructor**) _____
- Bluebook (**must be provided by instructor**) _____

Please note: All exams will be scanned & emailed
(Arrangements can be made with Test Proctor or SAS for Instructor to pick-up Exams)

Signature: _____ Date: _____

For Test Proctor or SAS Only: Location (SAS or STC): _____

Date test was proctored: _____ Test Proctor/ SAS: _____

Beginning Time: _____ Ending Time: _____