



the LEARNING CENTER

**Proctored Exam
Cover Sheet**

*Please complete this form and attach it to your exam. Place it into a **sealed** envelope and drop off in the campus mail or hand deliver it to one of the Proctors in the Learning Center. Do not leave the exam with anyone else.*

Student Name: _____ Student ID Number: _____

Course number & section: _____

Instructor Name _____

Today's Date: _____ Test must be taken no later than _____

Instructions: Please check all that apply and give any further instructions you deem necessary.

Time Limit: _____

Material allowed:

Calculators : _____

Other texts: _____

Workbooks : _____

Scratch paper: _____

Class notes: _____

Use of computer (word processing) _____

Class text: _____

Other instructions (please be specific):

Date Test Taken: _____

Proctor Name: _____