

**Proctoring Information Form**

**GENERAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Term:** |  | **Course Name / Section Number:** |  |

**PROFESSOR INFORMATION:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Email address:** |  |
| **Primary phone number:** |  | **Secondary phone number:** |  |
|  |

**EXAM INFORMATION:**

|  |  |
| --- | --- |
| **Exam name / number:** |  |
| **Exam open time:** |  | **Exam close time:** |  |
| **Time allotted:** |  (x) hours / xxx minutes | **Exam password:** |  |
|  |

* **Continue to Page 2 for Professor’s Exam Instructions**

**EXAM INSTRUCTIONS:**

**Permitted Resources (Select all that apply)**

|  |  |
| --- | --- |
| No resources allowed | [ ]  |
|  |  |
|  | **Yes** | **No** |  |  | **Yes** | **No** |  |  | **Yes** | **No** |
| Textbook | [ ]  | [ ]  |  | Printed Notes | [ ]  | [ ]  |  | Scratch Multiple Sheets | [ ]  | [ ]  |
| Ebook (Computer) | [ ]  | [ ]  |  | Formula Sheet | [ ]  | [ ]  |  | Whiteboard | [ ]  | [ ]  |
| Ebook (Website) | [ ]  | [ ]  |  | Notes PDF | [ ]  | [ ]  |  | Destroy Scratch Paper | [ ]  | [ ]  |
| Four Function Calculator | [ ]  | [ ]  |  | Notes (WORD) | [ ]  | [ ]  |  | Collect Scratch Paper, Scan,and Email to Professor | [ ]  | [ ]  |
| Scientific Calculator | [ ]  | [ ]  |  | Notes (PowerPoint) | [ ]  | [ ]  |  | Collect Notes, Scan,and Email to Professor | [ ]  | [ ]  |
| Graphing Calculator | [ ]  | [ ]  |  | Notes (Excel) | [ ]  | [ ]  |  | Software - Excel | [ ]  | [ ]  |
| Computer’s Calculator | [ ]  | [ ]  |  | Course Website | [ ]  | [ ]  |  | Software – Word | [ ]  | [ ]  |
| Online Calculator | [ ]  | [ ]  |  | Pre-approved Website | [ ]  | [ ]  |  | Software - PowerPoint | [ ]  | [ ]  |
| Financial Calculator | [ ]  | [ ]  |  | All Websites | [ ]  | [ ]  |  | Software - Notepad | [ ]  | [ ]  |
| Handwritten Notes | [ ]  | [ ]  |  | Scratch Paper 1 Sheet | [ ]  | [ ]  |  | Software - Paint | [ ]  | [ ]  |
| Note Cards | [ ]  | [ ]  |  | Scratch Paper 2 Sheets | [ ]  | [ ]  |  | Software - SPSS | [ ]  | [ ]  |

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| --- |
| **Other Resources:** |
| **Additional Exam Notes:**  |

1. Take record of any activity or suspected cheating that does not align with the Exam Instructions.