

**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.