

Instructor Exam and Make-Up Exam Form

Please fill out ENTIRE form and bring with exams to the testing center.

Instructor's Name: _____

Contact # or Ext: _____

Course Name & Number: _____

Exam Title/#: _____

Student(s) to take exam: _____

Number of Exams Delivered: _____

Student		Special Instructions
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Instructions

Exam Deadline: _____

Designated test time? Yes, time: _____

Time allowed for testing: _____

No

May the student mark on the exam? Yes

No

Student should use:

Scantron

Blue Book

Scantron w/ Essay

Other: _____

Scratch paper (all paperwork will be attached to the exam)

The student MAY use: NONE ALL or ONLY the marked items listed below

Notes

Calculator – type below

Books

any

Handouts

basic

Other: _____

non-programmable

graphing

non-graphing

Completed exams WILL be:

Return by interoffice mail to box _____

Sugar land @UH Systems

Richmond Fort Bend Technical Center

Wharton Main Campus

Collected from the Testing Center

Testing Center Use Only:

Received by: _____ Date: _____

Released by: _____ Date: _____

Signature of Instructor dropping off exams: _____

Date dropped off: _____

Date picked up: _____