

Make-Up Exam Proctoring Request

INSTRUCTOR: Please complete this form and submit it to the office of the dean of arts and sciences (GH 302), along with the exam to be made up, at least 48 hours prior to the time that you would like the exam administered.

Student: _____ Course: _____

Instructor: _____ Instructor e-mail: _____

How can we reach you DURING the exam? _____

Rooms are available on **Mondays 11:00-3:00 (GH 102A)** and **Thursdays 7:00-11:15 (GH 102A)**

Proctors are generally available on **Mondays 11:00-3:00 (GH 102A)** and **Thursdays 8:30-11:15 (GH 102A)**

Date/time exam: _____ Time allowed: _____

Alternative date and/or time (if applicable): _____

Check applicable items allowed to student during the exam:

Notes Open Book Calculator Dictionary
 Scrap Paper (returned with exam) Scrap Paper (not returned) Computer Other

Other Special Instructions: _____

Options for delivering exam to Dean of Arts and Sciences Office:

E-mail (darbyj@lemoyne.edu)
 Campus Mail
 Hand delivery to office- GH 302
 Fax (445-4172)

Exam Return: Check your preference:

Instructor will **pick up** the exam at the Dean's Office
 Faculty Secretary will return the exam via **campus mail**
 Faculty Secretary will return the exam via **e-mail** (Scanned to a PDF)
 Student will return the exam to the professor (*least preferred; occasionally appropriate*)

Instructor's Signature: _____

Students are not permitted access to books, notes, calculators or other materials unless indicated by the instructor. Any questionable behavior will be reported to the instructor.

For Proctor Use Only:

Date: _____ Start Time: ____ : ____ am/pm Finish Time: ____ : ____ am/pm

Proctor's signature: _____