

Exam Instructions Cover Sheet

- When the library agrees to proctor an examination, it is obligated to follow the instructions and rules of the testing institution. Test-takers must follow all instructions of the library staff regarding the examination.
- For proper proctoring of this exam, please follow these instructions in its entirety.
- A proctor should not intervene during an exam – unless there is an outside emergency – should only provide materials listed here and should be able to monitor the student in person, through a window or on camera to ensure the student does not cheat or remove questions or information from the exam for use at a later time, or for others.
- Exams are destroyed 30 days after the end of semester.

Instructor Name: _____ Instructor Email: _____

Email Address to send completed exam, if different from Instructor Email: _____

Student Name: _____

Course/Exam Name: _____ Time Limit: _____

Date(s) exam is available for testing: _____ Exam Modality: _____

Materials Allowed: _____

Other Exam Instructions: _____

Day of Exam

Student Signature: _____ Date: _____

Did student provide a picture ID? Yes ___ No ___

If not, how did you verify identity? _____

Did student have any exam or academic related questions prior to or after the exam? Yes ___ No ___

If so, document the questions and the information you provided: _____

Start Time: _____

End Time: _____

I have delivered and properly proctored this exam and plan to securely deliver this completed form to along with the exam (if paper) and any notes or used scratch paper. If I have questions, I will reach out to the Instructor within 24 hours.

Proctor Signature: _____

Date: _____