Proctored Exam Instructions
Instructor must complete and send these instructions to the approved proctor prior to the exam.

- All students must provide valid photo identification.
- Instructors are required to fully inform the student on what is expected of them when they use proctored testing.

Test Information

Course Subject: ___________________________  Course Number: ___________________________

Instructor Name: ___________________________ Phone: ___________________________

Instructor Email: _____________________________________________________________________
Materials should be sent only to UofL email.

Exam Instructions

Maximum Time Limit: ___________________________

Exam Deadline (must be completed by date): ___________________________

Circle all that apply:
Books allowed   Y   N  Notes allowed   Y   N
Calculator   Y   N  Graphing or Scientific (circle)

Exam Return Instructions

_____ Return exam via campus mail to: _________________________________________________

_______________________________________________
_______________________________________________
_______________________________________________

_____ Hold for instructor pick-up

_____ Scan/Email (see email address above)

Special Instructions: ________________________________________________________________

_______________________________________________

Student Name: ________________________________________________________________