

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: _____