

# U of L FACULTY EXAM FORM AND INSTRUCTIONS

1. Print and complete the form below.
2. Return the form and forward exam materials to our service email account [testing@louisville.edu](mailto:testing@louisville.edu) or in person to Davidson 310. All testing materials are considered confidential and will be secured.
3. Refer students to our website [www.louisville.edu/testing](http://www.louisville.edu/testing) for scheduling and fee information. We do not accommodate walk-in tests.

**Testing Services**  
**310 Davidson Hall**  
**852-6606**

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Today's Date: \_\_\_\_\_ Course: \_\_\_\_\_ Exam: \_\_\_\_\_

Dates Exam is valid: Between \_\_\_\_\_ and \_\_\_\_\_ Time Limit: \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Instructor's Phone: \_\_\_\_\_ Instructor email: \_\_\_\_\_

Online Exam Password \_\_\_\_\_

Place a check mark if any of the following are allowed during the exam:

Calculator: Basic \_\_\_ Scientific \_\_\_ Graphing \_\_\_ NONE \_\_\_

Notes \_\_\_ Comments: \_\_\_\_\_

Text \_\_\_ Comments: \_\_\_\_\_

Scratch paper \_\_\_ Comments: \_\_\_\_\_

Other (please explain) \_\_\_\_\_

Do you want these collected with exam? Notes \_\_\_ Scratch Paper \_\_\_

How would you like the exam returned?

Scan/Email \_\_\_

Campus Mail \_\_\_ Building/Room Number \_\_\_\_\_

Pick up in person (Name) \_\_\_\_\_

Acceptable ID: U of L ID ONLY for this exam \_\_\_\_\_

Government issued Photo ID \_\_\_\_\_

**Thank you for using our services!**