This form must accompany any and all proctored assessments

To Be Filled Out by Instructor:

Student Information:
Name: ___________________________ Course/Section: _______________ Term: ____________

Instructor Information:
Name: ___________________________ Phone: _______________ E-mail: _______________

Proctor Information:
Name: ___________________________ Phone: _______________ E-mail: _______________

Exam Information and Instructions:
Send Completed Exam and Form to: ________________________________ by: _______________
Exam: __________________________ Location of Exam: __________________________ Number of Pages: ___
Exam Date: ______________ Start Time: ______________ End Time: ______________ Time Allowed: ______
Format of Exam (check all that apply): □ Closed book □ Closed Notes □ Open Book □ Open Notes
□ Independent □ Collaborative (if checked, list names of helpers __________________________)
Formula Sheet (check one): □ Allowed □ Provided □ Not Allowed
Dictionary or other Material: □ Allowed □ Not Allowed (if allowed, type ________________)
Scratch Paper (check one): □ Allowed □ Not Allowed (if allowed, it must be faxed with exam)
Calculator (check one): □ Allowed □ Not Allowed (if allowed, type ________________)
Cell Phone (check one): □ Allowed □ Not Allowed
PDA or other Electronic Device: □ Allowed □ Not Allowed (if allowed, type ________________)

To Be Filled Out by Proctor:

We extend our thanks and appreciation for your cooperation in taking the time to supervise this examination. If you encounter any problems, please contact the UNLV Math Dept. (702) 895-3567.

• FAX the completed exam, scratch paper (if any) and this completed sheet with your signature to contact noted above. Exams may not be returned via US Mail.
• Retain all copies of the exams should until confirmation of the instructor. You will be notified when the exam has been received. At that time, ALL exams must be destroyed. Proctors should NOT keep a file of exams or allow student to retain a copy of the exam!

Please Read and Initial:

_____ I viewed a government issued photo identification of the student before the exam was given (may be a valid driver’s license, military id, or passport). Type: __________________________

_____ The student followed all “Exam Instructions” as indicated above. If no, please explain ________________

_____ I was in the room with the student and observed them during the entire exam. If no, please explain ________________

Signature: ___________________________ Date: _______________