Instructions for Exam Administrator

Course and section: __________________________________________________________

Instructor: __________________________________________________________________

Date of exam: __________________________________________________________________

Student’s name(s): __________________________________________________________ (optional)

Can the student use anything other than pen or pencil, scantron and/or bluebook on this exam? ____Yes _____ No

If yes, please check any of the following aids or conditions that are being allowed for all students taking this exam.

___ Student may keep exam
___ Periodic table
___ Ruler/scales
___ Open book
___ Class notes
___ Handwritten notes
___ Formula sheets (please describe quality/quantity: e.g. one 3”x 5” card):

___________________________________________________________________________

___ Calculator (please be specific about type allowed): __________________________

___________________________________________________________________________

___ Other: ___________________________________________________________________

If using a scantron, please verify which scantron type the examinee should use:

□ 0-101607 (large grey) □ 883-ES (long green w/short answer)
□ 882-E (long green) □ Scantron will be provided with exam
□ 815-E (small green) □ Other: ______________________________

If the “Instructions for Exam Administrator” form is not included with the exam and specific directions are not given on the exam, the student may be allowed to use aids (i.e. calculator, notes) at their own discretion. When this situation occurs, the exam will be returned with a note attached indicating which testing aids the DS staff permitted.

Instructor’s signature ___________________________ Date ___________________________

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