

Type of ID Presented:

Start Time:

Test Date:

End Time:

NorthWest Arkansas Community College
Testing Services

2010

EXAM COVERSHEET

Proctor Services: Distance Learning Exam Disability Services Make-up Exam

Student Name: _____ Roster Attached

Instructor Name: _____ Instructor Phone: _____ Course: _____ Exam #: _____

Limitations, Requirements and Exceptions:

- Deadline date** and time: _____ or check here if leaving it until the end of the semester.
- Maximum time (including extended time accommodation): _____
- Do not write on exam/other instructions _____
- Turn in scratch paper, unused paper, notes, and outlines
- Student received incomplete please hold test past end of semester until _____

Attachments:

- Exam Handouts Proctor Instructions Proctor Password
- Answer Sheet Paper Student Instructions Student Password

Other Authorized Testing Materials and Privileges:

- Pencil Scantron Notes Calculator Other: _____
- Ink Paper Outline Dictionary Leave, Return
- Computer Bluebook Textbook(s) Electronic Translator
- Approved Disability Accommodations _____

Completed Exams: Test filed by _____

- Instructor signature _____
- Campus mail NWACC Department _____
- Automatic Electronic (Course Compass, WebCt, etc.) _____
- Fax _____