

# Faculty Request for ASC Proctor Make-up Exam Intake Form

Revised 1.7.2021

**Instructors:** Fill out the form following through steps 1-3 to complete the exam information and instructions. Please submit this exam request to [asc@uafs.edu](mailto:asc@uafs.edu) or through interoffice mail to VB202. Refer to the *ASC Proctored Test Procedures* document for full details on ASC testing policies as well as student and faculty guidelines.

## 1. Student/Instructor/Course Information:

Student Name (one per form): \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Office Location: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Instructor Cell (optional): \_\_\_\_\_

Instructor Email: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Type:  Full Online  Asynchronous

Test Window Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Test Name: \_\_\_\_\_ Time Limit: \_\_\_\_\_

## 2. Materials:

No Extra Materials

### Allowed Testing Materials:

Textbook  Notes  Note Card(s)  Conversion Sheet  Scratch Paper

Calculator (any)  Graphing Calc  Four-Function Calc

Other (please specify): \_\_\_\_\_

Student may write on the test:  Yes  No  Not Applicable (if online)

### How will the student record their answers?

Online Test  Paper Test  Scantron  Blue Book  Notebook Paper

Other (specify): \_\_\_\_\_

Password (online test): \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

## 3. Test Return:

I would like a copy of the completed exam emailed to me.

Please send the hardcopy via interoffice mail.

Instructor will pick up.

### ASC Staff Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Gordon Kelley Academic Success Center**

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