

Instructor: Complete one Exam Form per exam. If multiple students without individual accommodations are taking a exam, complete the Student Roster. Return the form in person to STCM 225 or STCM 227, or email it as an attachment to nlc-examcenter@alamo.edu

Instructor _____
Last Name, First Name

NLC SAC PAC NVC SPC

Course _____
Name & Number (EX: Math 1314)

College SAC @ NLC

Phone _____

Email _____@alamo.edu

Student _____
Last Name, First Name

Banner ID _____

| | |
|---|--|
| Does your student require any exam accommodations? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please list here (i.e. extended exam time, specific software, additional resources, etc....). | |
| | |
| <small>*Please note: The Exam Center cannot provide any exam accommodations unless documented by the instructor as the course exam center is an extension of the classroom.</small> | |

How would you like to be notified when the exam is completed? Email Phone

How would you like the exam to be returned? Pick-up in person (or) Email with scanned images

EXAM INSTRUCTIONS

Exam Name _____ **Deadline** _____

Maximum Time Limit _____ Hours _____ Minutes **Minimum Time Limit** _____ Hours _____ Minutes

Exam Format Print No. of pages? _____

Online Passcode? _____ Print Results? Yes

| Item | Permitted <small>Check ONLY if allowed</small> | Details |
|----------------------------|---|---------|
| Book | Yes <input type="checkbox"/> | |
| Calculator | Yes <input type="checkbox"/> | |
| Internet | Yes <input type="checkbox"/> | |
| Adaptive Technology | Yes <input type="checkbox"/> | |
| Notes | Yes <input type="checkbox"/> | |
| <i>Collect with exam?</i> | Yes <input type="checkbox"/> | |
| Scratch Paper | Yes <input type="checkbox"/> | |
| <i>Collect with exam?</i> | Yes <input type="checkbox"/> | |
| Index Card | Yes <input type="checkbox"/> | |
| <i>Collect with exam?</i> | Yes <input type="checkbox"/> | |
| Breaks | Yes <input type="checkbox"/> | |
| <i>Breaks extend time?</i> | Yes <input type="checkbox"/> | |
| Other: | | |

STUDENT ROSTER

Instructor _____ Course _____ Exam Name _____

Instructor: Complete one Student Roster per exam if multiple students without individual accommodations are taking an exam. Please note that exam proctoring services are only offered for make-up exams, distance education, and students needing special accommodations. Instructors needing arrangements for regular class tests should consult their Division Chair.

| | Last Name | First Name | Banner ID |
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