**Exam Proctoring Request Form**

Submit this form to Donna Jones-Ilsley, Julia Wagoner, and Elizabeth Madsen-Genszler

**Faculty Section** **Date:** \_1-Dec-17\_

Exam taker: \_Emma Vandergeest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_MTH107\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduled exam date: \_Monday 11-Dec-17\_ Scheduled time: \_12n-4p (or your end of day)\_

Phone # in case of questions during the exam: \_715-682-1300\_

The student has\_4\_hours\_0\_minutes to complete the exam. [NOTE: I am fine with her having more time, but I don’t know what your time for the end of the day is.]

I will deliver the exam 24 hours in advance to:

\_\_\_\_ Office of Student Accessibility Resources

\_\_\_\_ Dexter Library

via:

\_\_\_\_ email \_X\_\_ in-person \_\_\_\_ campus mail

The student taking this exam may have the following items with them during the exam:

\_\_YES\_\_ pen/pencil \_\_YES\_\_ calculator

\_\_YES\_\_ blank paper \_\_YES (see below)\_\_ computer

\_\_YES (see below)\_ notes \_\_NO\_\_ internet access

\_\_NO\_\_ open book \_\_YES\_\_ can take a break

\_\_NO\_\_ other (please list)

NOTE ABOUT NOTES: Emma will have prepared a set of R input and output that can be used on the exam. I will have asked her to get this approved by me first and, thus, should have a note with my signature on it.

NOTE ABOUT COMPUTERS: Emma may only use her computer to use MSWord to type a response to the last question. Her computer may not be used for any other questions.

When the student has completed the exam, please (you may check more than one):

\_\_\_\_ scan and email the exam to me

\_\_\_\_ put the exam in campus mail for me

\_X\_\_ I will pick the exam up from the library

Faculty signature:\_\_Derek H. Ogle (electronically signed on 1-Dec-17)\_\_\_\_\_\_\_\_\_

**Library Section**

Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finish time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proctor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_