

Exam Instructions for UNLV Distance Education Proctors

**To be completed by the Instructor and sent directly to the Proctor with the Test.**

**Student:** \_\_\_\_\_ **Test Date:** \_\_\_\_\_  
**Course:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Term:** \_\_\_\_\_

**Instructor:**

**Instructor's Phone:**

**Instructor's fax:**

**Instructor's E-mail:**

**Exam Instructions:**

Time Allowed for Exam: \_\_\_\_\_ hours \_\_\_\_\_ minutes

Number of pages of exam: \_\_\_\_\_

Open book \_\_\_\_\_ Closed book \_\_\_\_\_

Open notes \_\_\_\_\_ Closed notes \_\_\_\_\_

Calculators Allowed: Yes \_\_\_\_\_ No \_\_\_\_\_

Computers Allowed: Yes \_\_\_\_\_ No \_\_\_\_\_

Cell phones Allowed: Yes \_\_\_\_\_ No \_\_\_\_\_

PDAs Allowed: Yes \_\_\_\_\_ No \_\_\_\_\_

Dictionary Allowed: Yes \_\_\_\_\_ No \_\_\_\_\_

The student is to work independently without assistance from another person. Yes \_\_\_\_\_ No \_\_\_\_\_

If the exam will be taken online in WebCampus with a security password, please provide the password for the proctor: **Exam WebCampus Password:** \_\_\_\_\_

**Be sure to view a photo id of the student before the exam is given.**

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**Return Instructions for the Proctor to complete:**

**Proctor: FAX or EMAIL the completed exams and this completed sheet with your signature directly back to the instructor within 24 hours. (Note: Exams may not be returned via US Mail).**

All copies of the exams should be kept until received by the instructor. They will notify you when they have received the exam. At that time, ALL exams must be destroyed. **Proctors should NOT keep a file of exams or allow students to retain a copy of the exam!**

1. I viewed a photo identification of the student before the exam was given (may be a valid driver's license, military id, or passport). Yes \_\_\_\_\_ No \_\_\_\_\_

2. The student only used instructor approved items during the test. Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, explain:

3. I was in the room with the student during the entire exam. Yes \_\_\_\_\_ No \_\_\_\_\_

**I verify that all of the above statements are accurate to the best of my knowledge.**

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please type in your name if returning via email, your typed name serves as your electronic signature)

We extend our thanks and appreciation for your cooperation in taking the time to supervise this examination. If you encounter any problems, please contact us at (702) 895-0334. The UNLV Distance Education Team