



**Instructor Information**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**Course Information**

Course Number: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Test Date: \_\_\_\_\_  
Start Time: \_\_\_\_:\_\_\_\_ am/pm

If proctoring for an entire class: \_\_\_\_\_ (#) of students      Room #: \_\_\_\_\_

If proctoring for an individual student:	_____	Student name
	_____	UNH Email
	_____	Phone Number
	_____	Location of Exam

**CHECK ONE OF THE FOLLOWING:**

Quiz     Test     Midterm     Final Exam     Other: \_\_\_\_\_

**CHECK ALL ALLOWABLE ITEMS:**

Notes/Handouts     Open book (provide Title/Author)  
 Calculator         Scrap paper (will be returned)  
 Dictionary         Other: \_\_\_\_\_

**CHECK HOW ANSWERS WILL BE RECORDED:**

Test directly     Blue Book (please provide with exam)  
 Blank paper     Scantron (please provide with exam)  
 Lined paper     Other: \_\_\_\_\_

Special Instructions (Such as leaving for bathroom, use of phone, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Best Way of Contacting Instructor During Exam (phone, email, text, etc.):

\_\_\_\_\_

Instructions for Returning of Exam (in mailbox, via email, etc.):

\_\_\_\_\_

Name of Proctor: \_\_\_\_\_  
Proctor Email/Phone: \_\_\_\_\_  
Arrival & Departure Times: \_\_\_\_\_

Notes from Proctor: