

Student's name _____ UF-ID _____

EXAM INSTRUCTIONS FOR PROCTORS & SITE COORDINATORS

This exam is for: _____
(Course number and Professor)

Please return exam to: _____

UNIVERSITY OF FLORIDA

Department name _____ (Please enter
PO Box _____ Bldg. # and
Bldg.# and Rm # _____ Room # for
Gainesville, FL. _____ Courier delivery)
Zip _____

FAX Number _____ PH. Number _____
Faculty/GA/TA email _____

DUE DATE: _____

INSTRUCTIONS:

Last lecture or tape to be viewed before exam:

Time limit for taking the exam:

Type of test - Open Book _____ Closed Book _____ Take-Home _____

Or (other) _____

Notes Allowed: (YES/NO) _____

Calculators Allowed: (YES/NO) _____

Computer Allowed: (YES/NO) _____

Other Specifications (crib sheets, special tables, references, etc.):

Proctor Required: (YES/NO) _____

CERTIFICATION:

This examination has been administered in accordance with the regulations printed on the reverse side of this sheet and the conditions specified above.

Signature of Proctor

Date/Time
Administered

PLEASE RETURN THIS SHEET WITH THE EXAMS

NOTE: Do not enclose any other exams or other materials in the envelope with this exam.

K PROCTOR: PLEASE MAKE A COPY OF THE COMPLETED EXAM AND FILE IT UNTIL THE GRADED EXAM IS RETURNED.

REGULATIONS FOR ADMINISTERING EXAMINATIONS

The conditions set forth on the exam instruction sheet must be rigorously observed in administering examinations in connection with the University of Florida, College of Engineering's off-campus graduate credit courses.

1. Upon receipt, these exams must be put in a secure location for safekeeping until the exam is administered.
2. If for any reason the exam cannot be administered prior to the due date, agreement on alternative arrangements **MUST** be reached **IN ADVANCE** with the course professor.
3. The local site coordinator or a designated proctor must be present during the entire period of the examination unless stated otherwise in the exam instructions. Please verify the students identification with a picture ID (drivers license, visa, company picture ID), if unknown to you.
4. No communication is permitted among the students taking the examination unless specified in the instructions on the front of this document.
5. Questions which arise during an exam should be addressed to the professor. If circumstances prohibit access to the professor, the proctor should instruct the students to make a reasonable assumption, note the assumption on the exam, and continue with the exam **OR** make note of the question on a separate page and so indicate in the certification block on the exam instruction sheet.
6. The proctor should collect the exam(s), sign and date the certification on the exam instruction sheet, seal the exams together with exam instruction sheet in an envelope and return the exam(s) by postal service, courier service, or faxed immediately back to the address or number specified on the Exam Instruction page.
7. If the professors instructions for administering this exam conflict with these instructions follow the professor's on the specific conflict, otherwise the instructions are to be followed.