DSPS
QUIZ/EXAM CHECK SHEET

Please return quiz/exam in this envelope at least 24 hours in advance of the scheduled date and time of your quiz or exam. To maintain the integrity of our exam proctoring services, DSP&S will not accept any exams delivered by students unless instructors provide DSP&S written permission. In addition, instructors will need to pick up exams in DSP&S during office hours or request campus mailroom delivery.

PLEASE COMPLETE ALL AREAS OF THIS FORM

Instructor Name: _______________________________________________________________________________

Student Name: _________________________________________________________________________________

Course: _______________________________________________________________________________________

CLASS INSTRUCTIONS FOR QUIZ/EXAM

1. Will open book be allowed for this quiz/exam? □ Y □ N
2. Will notes be allowed for this quiz/exam? □ Y □ N
3. Will a calculator be allowed for this quiz/exam? □ Y □ N
4. How much time will be allotted in class this quiz/exam? __________________________________
5. What is the date and time of the quiz/exam: ____________________________________________
6. I will email quiz/exam (dsps@wlac.edu) □
7. In the event of a scheduling conflict, what is the last date the quiz/exam can be administered: ____________________________________________

8. I will administer the quiz/exam □

Other Instructions: ____________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

DELIVERY LOCATION FOR COMPLETED QUIZ/EXAM

☐ I will pick up the quiz/exam from DSP&S in HLRC 1st Floor. Monday-Thursday 8:30a-4:30p

☐ I would like the quiz/exam returned to my campus mailbox: Box # ____________________

Signature __________________________________________________________________________ Date __________________________________________________________________________

***OFFICE USE ONLY***

Delivered By: ____________________________________________________________________________ Start Time: ____________________________________________________________________________

Date: ____________________________________________________________________________ End Time: ____________________________________________________________________________

Time: ____________________________________________________________________________ Date: ____________________________________________________________________________

Proctored By: ____________________________________________________________________________