ONLINE EXAMINATIONS PROCTORING INSTRUCTIONS

INSTRUCTOR: _______________________________________
COURSE: ____________________   CAMPUS: _____________

STUDENT(S) NAME: __________________________________________________________

Date/Dates by which exam is to be administered: ________________________________
Time period allowed for completion of exam: ___________ hrs. ______________ mins.
Website address: ____________________________________________________________

Password: ________________________          Lockdown Browser: □ Yes □ No
Allowable exam assistance: □ textbook □ notebook □ note cards
□ calculator □ computer □ other website

Other special instructions: ___________________________________________________

How would you like to have the exam sent back to you?
□ Campus mail □ Fax #_______________ □ Scan/Email ____________________________
   (KSU email address only)

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□ calculator □ computer □ group assistance

Other special instructions: ___________________________________________________

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