Request for FNIC Proctored Online Exam

Please complete this form and return it to: Mazo Freeman (343-3950), 240B Frist Hall.

Course #: ___________________________ Semester: ___________________________ Year: __________

Instructor #1 Name: ___________________________ Phone #: __________________

Instructor #2 Name: ___________________________ Phone #: __________________

Approx. # of Students: _____  # of Exams: _____  Approx. # of questions: ________

Time your class meets: _______________________________________________________

(if it meets on a regular basis)

Are students allowed to use simple calculators? _________

Students with learning disabilities or who need extra time for testing will need to take the exam at EAD:

________________________________________________________________________

Names of students auditing your class who will need to take the test: __________________________

________________________________________________________________________. Provide a list of students who will be proctored locally.

Requested FNIC Proctored Online Exam Schedule

(FNIC proctoring is available during normal business hours (8 a.m. – 5 p.m., Monday – Friday.)

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<thead>
<tr>
<th>Exam No.</th>
<th>START</th>
<th>END</th>
<th>Duration (minutes)</th>
<th>Exam Password</th>
<th>Shareable Password (yes/no)</th>
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Provide password(s) at least 48 hours before each exam.

Password Change Contact: Name: ___________________________ Phone #: __________________

(Let Mazo know if the password can be shared for large groups then immediately changed after all have entered the exam in the lab. Please provide contact information for the person who will make that change.)

Last Modified 8/30/13