Request for FNIC Proctored Online Exam

Please complete this form and return it to: Mazo Freeman (343-3950), 240C 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 <u>normal business hours</u> (8 a.m. – 5 p.m., Monday – Friday.)

Exam No.	START		END		Duration (minutes)	Exam Password	Shareable Password (yes/no)
	Date	Time	Date	Time			
1							
2							
3							
4							
5							

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.)