**Course Exam Instructions – Fall 2021**

**Professor’s Name:**

**Course Name:**

**Course Number:**

**All Course Sections that apply:**

**Exam Information**

*Only need to fill in exams that apply to your course.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Standard Exam Length in Minutes*(without extended time accommodations)* | Date of Exam | Start Time |
| Final Exam  |   |   |   |
| Midterm 1 |  |  |  |
| Midterm 2 |  |  |  |
| Midterm 3 |  |  |  |
| Midterm 4 |  |  |  |
| Quiz 1 |  |  |  |
| Quiz 2 |  |  |  |
| Quiz 3 |  |  |  |

**Additional Notes:**

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**In the event that the student can’t begin the exam at the same time as the class due to extended testing time overlapping with his/her next class, or conflicting with SDS closure hours, how would you like the student to proceed?** (Select one below)

[ ]  The student can start one hour before/after the class starts.

[ ]  The student can take the exam one day before/after the class takes the exam.

[ ]  The student can take the exam anytime on the same day as the rest of the class.

[ ]  Other (Specify Below)

**Additional Notes:**

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**Allowable Materials for Exam(s):** (Please select below)

[ ]  Notes (single or double sided, size of paper, # of pages, do they need to be submitted with the exam)

 (Specify Below)

[ ]  Calculator - please indicate type (Specify Below)

[ ]  Computer

[ ]  Open book

[ ]  Nothing but pen/pencil

[ ]  Other (Specify Below)

**Additional Notes** (specify below any specific information about what is allowed for each exam as they may differ for each exam):

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**If Clarification is needed during the exam, contact:**

[ ]  Have SDS call the professor at this number (Specify Below)

[ ]  Have SDS email the professor at this address (Specify Below)

[ ]  Have SDS call the TA at this number (Specify Below)

[ ]  Have SDS email the TA at this address (Specify Below)

**Professors / TA Phone Number & email:** *list below…*

**How will you Submit Exams to SDS?**

[ ]  Email to testing@jhu.edu at least 24 hours in advance.

[ ]  Deliver a hard copy to Shaffer 101 at least 24 hours in advance.

[ ]  Student will pick up exam from Professor in a signed/sealed envelope and bring it to the SDS Office.

 (Specify below, where student should go to pick up exam from Professor.)

**Additional Notes:**

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**How would you like us to return your exams?** (If instructions differ per exam, please specify in the text box)

[ ]  Prof/TA will pick up from Shaffer 101

[ ]  SDS will email exam to Professor’s JHU email address (specify below additional emails)

[ ]  Student will return completed exam to Prof/TA in a signed/sealed envelope.

 (Specify below location that the exam should be returned to)

**Additional Information:**

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**Please save this completed form and email as an attachment to** **testing@jhu.edu**