**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**](mailto:testing@jhu.edu)