

ASC Exam Intake Form

Faculty Information

Instructor Name: _____ Office #: _____ Office Phone: _____
 Instructor Cell (optional): _____ Instructor Email: _____

Proctoring Information

Course Name and Section: _____
 Test Name: _____ Time Limit: _____
 Test Window Start Date: _____ End Date: _____

Student Names and their UAFS ID numbers:

**All students will be required to present a valid photo ID. Please include a course roster if needed.*

Make-up Exam Online Course Exam

Allowed Testing Materials

No extra materials Note cards Notes Basic calculator
 Graphing calculator Calculator (any) Conversion sheet
 Scratch paper Other (please specify): _____

Student may write on test: Yes No N/A (online exam)

How will the student record their answers?

Online Test Paper Test Scantron Blue Book Notebook Paper
 Other (specify): _____

Password (online test) _____

Additional Instructions _____

Test Return Instructions

I would like a copy emailed to me
 Please send hardcopy via interoffice mail
 Instructor will pick up
 No return necessary

ASC Office Use Only	
Received by _____	RB Email sent to students _____
Date Received _____	Date RB Email was sent _____
Processed by _____	Email instructor when exams are completed _____ (initial)
Date Processed _____	

ASC Test Proctoring Services

Make-Up Testing:

A make-up exam is an exam that has already been administered by the instructor in which the student has missed or that the student cannot take at the regular time due to extenuating circumstances.

ASC Testing Policies:

- Full and synchronous online UAFS course exams can be administered for the current semester ONLY. Our preferred testing window is no longer than a two-week period.
- The ASC staff will verify the student's Identification at the time of the exam and monitor test takers as closely as their other duties allow.
- Students who are taking exams may not use cell phones, smartwatches, calculators, or materials that are not indicated on this intake form.
- The ASC staff will notify faculty of any anomalies observed relating to the exam so that course instructors can take appropriate action.
- It is the responsibility of the instructor to inform his/her students of materials needed for all course tests.
- Only faculty are authorized to make changes or corrections to their course tests. Changes or corrections cannot be made by ASC personnel.
- Although every effort will be made to accommodate faculty requests for testing dates and times, because of increased demand for services, exact testing dates and times may vary slightly due to available testing hours and limitations of space and staff.

Faculty Guidelines:

- Please submit this form to asc@uafs.edu or through Interoffice mail to VB202. This helps the ASC staff proctor efficiently within the parameters set for the entire class.
- Multiple Intake forms may be sent at once if faculty need multiple exams proctored.
- The testing time limit should not extend beyond the length of the class period (i.e., 50 minutes, 75 minutes, etc.).
- The ASC does not have the capacity to proctor exams on weekends or after 5pm on weekdays.
- Hard copy exams and Intake forms may be delivered in-person or sent through Interoffice mail to the ASC. Exams may also be sent to the printer VB20390.
- Before returning hardcopies via Interoffice mail, the ASC will scan a copy of each completed test to keep on file until two weeks after finals to avoid the possibility of tests being lost.

Contact the ADA director at ada@uafs.edu to request an ADA Test Intake Form. The ADA office is located in Vines 128. She will coordinate testing for all students with ADA accommodations.