

Exam Instructions

Course and Section Number: _____

Instructor: _____

1. How will the exam be submitted to DRC*

Uploaded

Emailed (DRC@unco.edu) Delivered

In-Person

Fax (1-4166)

None, Exam is Online

2. How many minutes does the class have to complete exam? (DRC will use this to calculate extended time)*

3. What resources can the student use during this exam?

None

Calculator (Specify Below)

Formula Sheet (Specify Below)

Note Card (Specify Below)

Dictionary

Open Book

Open Notes

Computer w/ Internet Access

Computer w/o Internet Access

Use of Personal Computer

Other

Additional Note or Comment:

4. Are there special instructions for this exam?

Yes (Specify Below)

No

Additional Note or Comment:

5. Please indicate any technical components of your exam. If you are concerned about any technical components of your exam please contact DRC@unco.edu prior to the exam date.

Access to specific software (e.g. SPSS, R) (Specify Below)

Visual Component (e.g. images to identify) (Specify Below)

Video Files (Please specify file type)

Audio Files (Please specify file type)

Flash Drives

Additional Note or Comment:

6. Is a scantron required?*

Yes (Please include a Scantron with your exam if delivering in-person)

No

Additional Note or Comment:

7. Is this an Online Exam with a password?*

Yes (Specify Below)

No

Additional Note or Comment:

8. How should DRC contact you if the student has a question during the exam? (Student cannot view th information)

By Phone (Specify Below)

Email (Specify Below)

Additional Note or Comment:

9. Would you like the exam delivered once complete

No, I will pick it up at DRC

Yes (Specify Below) Please indicate department and office #:

None, Exam is Online

Additional Note or Comment: