EXAM ADMINISTRATION FORM

All Exams/Quizzes Must Be Emailed (testproctor@jcu.edu) or
dropped off to SAS (DSC E109) the day before scheduled exam

All completed exam administration forms must be turned in 3 school days in advance. It is the
V W X G H Q W¶V responsibility to schedule quizzes/exams (tests) 3 school days in advance with the
professor and SAS testproctor@jcu.edu

To be completed by Instructor:

, Q V W U X F W R U¶V 1 D P H _____   Phone #: _____

Department: _____   Email: _____

Date of Exam/Quiz _____   Time of Exam/Quiz _____

Consent to change original exam/quiz to new time/day: _____ (initials)
   x   New Exam/Quiz Date: _____   New Exam/Quiz Time: _____

Length of exam/quiz (without extended time): _____
   x   Extended Time Accommodations: ' 1.5x   ' 2x

Exam   TJ ET Q q 72.384 149.78 467.35 419.23 re W* n BT /F3 11.04 Tf 1 0 0 1 393.91

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