

Exam Processing Form

Please fill out the following form for exam preparation and return this form *with your exam* to **T.I.P.S.**

☆ NO EXAM WILL BE ACCEPTED WITHOUT THIS COMPLETED FORM ☆

ALL Hard Copy Exams Are Packaged in Envelopes.

All Exam Envelopes will have labels with Student ID#'s as standard processing procedure.

All exams are run ONE-SIDED and STAPLED unless the Professor gives instructions otherwise.

All exams will be put in Registrar's Office for distribution.

Blue Books will be placed in the exam rooms and the Registrar's Office.

Professor: _____ **Date Submitted:** _____

Class Name: _____

Unscheduled Exam Reading Period: Yes No

Scheduled Exam

EXAMSOFT PARAMETERS & DISTRIBUTION: **Secure** **Non-secure**

Length of Exam: _____ **Min. Type of Questions:** Short Answer/Essay: _____ M/C: _____

Multiple Choice questions can be given to students via traditional hard-copy or electronically. Please check.

Hard Copy MC using SofTest (*electronic*)

Number of Hard Copies Needed (*number needed for students will be confirmed with Registrar's Office*):

For Students _____ **Extra Copies For Professor** _____ **Total** _____

Supplies:

ScanTron Computer Sheet & Pencil

Attachments to exam (*i.e. chart, table*) - please list: _____

Other Instructions: _____

Return Printed-out Exams (*Printed exams are returned without envelopes. If you need them returned in envelopes please check*): **In Envelopes**

OPTIONAL PRINTING PARAMETERS:

Printout Requirements (standard is ONE Question Answer Window, Times New Roman 12 pt, double-spaced. Word/Character Count is on Cover Page only): _____

Print Character/Word Count with Each Question (*Requires more than one Question Window in SofTest*)

Scanned to PDF: **Electronic File** ExamSoft Password: _____

Special Printing Instructions Added to List: _____ Copied by: _____ Packaged by: _____