**SECTION I – To be completed by the Student first (please print)**

Name: ___________________________ Phone: ___________________________

Instructor’s Name: ___________________________

Course: (Example: ENGL 101) ___________________________

Date of Exam in DSS: ___________________________

Time of Exam in DSS: ___________________________

**SECTION II – To be completed by the Professor**

Please initial materials allowed for the entire class.

- Open Book
- Notes
- Spell Checker
- Formulas
- Tables
- Dictionary
- Crib Sheet
- Charts
- Graphing Calculator
- Size of Crib Sheet
- Computer
- Non-graphing Calculator
- # of Crib Sheet pgs

Special Software (please specify):

Special Instructions:

Date/Time Class is taking exam:

How much time is allowed in class for this exam? ______ hr. ______ min.

I approve the scheduled exam time (see Section I) ______ Yes ______ No

Exam Procurement - (check only one please)

- I will deliver the exam to DSS (IRVC-115) prior to the set date and time.
- I will email the exam to irvineadvisor@fullerton.edu
- Exam will be on TITANIUM/Online. ______ Password will be emailed to
  irvineadvisor@fullerton.edu
- Student may pick up the exam from ________ (location).
  (DSS recommends Professor send exam with student in a sealed envelope.)

Exam Return/Delivery – (check only one please)

- I will pick-up the exam in DSS (IRVC-115) myself.
- DSS can return the test/exam to my Irvine Campus mailbox.
- DSS can scan and return the test/exam via email.
- DSS can return the test/exam to my department office. **I understand that the
  exam will be delivered between 48-72 hours after completion of the exam.
  Student may return the exam to ________ after taking exam.
- Online Student Submission; No Delivery Needed

Signature of Professor: ____________________________ Date: __________________