

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 schooldays in advance**. It is the
responsibility of the professor and SAS (testproctor@jcu.edu) to schedule quizzes/exams (tests) **3 school days in advance** with the

To be completed by Instructor:

Name: _____ 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 ID: _____

2 SHQ