

UMSL Testing Center **EXAM TRANSMITTAL FORM**

Please do not submit this form for courses that use SmarterProctoring

SECTION 1: FACULTY INFORMATION			
First & Last Name:	Contact Phone Number:	Today's Date:	
SECTION 2: COURSE & STUDENT INFORMATION			
Course & Section: Exam: DAS Accommodative Exam Makeup Exam	Exam is for: Specific student(s) Any of my students	Student Name(s):	
SECTION 3: PROCTORING CONDITIONS			
Exam Open Date & Time: Exam Close Date & Time: Normal (<u>not extended</u>) time allowed for exam: 50 minutes 60 minutes 75 minutes 90 minutes 120 minutes Other:	Platform: Paper/pencil Canvas Pearson MyLab ExamSoft Other: Password/Access Code:	Permitted Items: Notes Textbook - may not use personal device to access Calculator 3x5 notecard Formula Sheet Dictionary Bathroom Break Scratch Paper – collect & destroy Scratch Paper – collect & return to instructor Other:	
Additional Instructions:			
SECTION 4: RETURN INSTRUCTIONS			
I will pick up in JCP 93 Will pick up in JCP 93	Campus Mail:	Scan & upload to Google Drive	N/A (online)

SUBMIT FORM & EXAM TO:
UMSL Campus Testing Center
93 JC Penney Building/Conference Center
testing@umsl.edu

*Submit & manage accommodative & makeup exams online with **RegisterBlast!***