

This cover sheet is for faculty teaching “Mostly-Online” Courses ONLY. The Online Exam service provides a controlled environment for examination proctoring. Only “Mostly Online” courses at MSU Denver may utilize these services.

1. The Testing Services office offers proctoring services only for closed-book, closed-note exams. Faculty may include any relevant reference material (such as formulas and tables) within the exam and/or allow students to use a single-sided or double-sided “cheat sheet” with the understanding that it will be collected at the end of the exam and returned to the faculty.
2. Testing Services only administers one exam at a time for each course (CRN). Faculty teaching multiple sections of the same course should remit only one cover sheet listing each CRN separated by comma. Please ensure that there are enough exams for all of the students in the class.
3. All paper/pencil exams must include the following information on the first page of each exam:
 - *Instructor Name, Course Name, CRN, Name of Exam, Space for Student Name, Exam Instructions*
4. Exams are available for pickup by noon on the first business day after the exam expires.
5. For a complete listing of the guidelines, please refer to the ‘Online Course Exams’ section of Testing Services website.

Professor Information

Instructor Name: _____ Instructor Phone: _____
Instructor E-mail: _____ Dept. Name: _____

Exam Information

CRN(s): _____
Course/Dept. Prefix: _____ Course Number: _____ Section(s): _____
Name of Exam: _____
Time Limit ($t \leq 120$ mins): _____
First Day of Exam: _____
Last Day of Exam: _____
Exam Aids: _____
Password (online exams): _____

Office Use Only

Received by: _____ # Received: _____ Date: _____
Administered by: _____ # Returned: _____ Date: _____
Test Received by: _____ Date: _____