

# Exam Link And Proctor Posting Request Form:

**Course:** \_\_\_\_\_ (ex: Engr 201)

**Select the boxes that pertain to the exams in this course.**

**Will you have exams in this course that need a proctor?**      Yes      No

1. If No, the form is complete and can be emailed to [dedpexamssubmit@und.edu](mailto:dedpexamssubmit@und.edu).
2. If Yes, please complete the remainder of the form:

a. What type of proctoring will you have for this class (check all that will apply)?

Zoom (w/instructor):

ProctorU/In-person testing center:

**How many exams will you have in this class?**

**What style of exam will this course have? If you have a combination exam use the most restrictive option.**

1. **Electronic** based exam (completed fully through Blackboard – T/F, multiple choice, short answer):

a. Will you need assistance posting this to Blackboard?    Yes:      No:

b. Will you use:    ProctorU Auto/Review:      ProctorU Live+:

i. Do you need assistance adding information to ProctorU?    Yes:      No:

\*If you selected no for both of the above you may submit the form. If you answered yes, continue.

2. **PDF** based exam (requires worked problems, drawing on a document):

a. If using **Zoom proctoring**, will this be a:

Printable document (PDF):

Built into Blackboard (use blank paper to write on):

Would you like the Online Support Staff to print these?    Yes:      No:

b. Is your exam a mix of Electronic and PDF style (if yes use the exam form for details)?    Yes:      No:

c. Will you want your ProctorU/In-person proctored exams printed by the Online Support staff or will you electronically grade?

I would like them printed:

I will electronically grade (or print my own):

**Submit completed form to:** [DEDPEXAMSUBMIT@UND.EDU](mailto:DEDPEXAMSUBMIT@UND.EDU)

\*Any changes to exam instructions/dates should be emailed in advance to [dedpexamssubmit@und.edu](mailto:dedpexamssubmit@und.edu)

**Fill out one section per exam for this class (see forms on the following pages).**

## Exam 1

### 1. Dates/Times exam is open (all central time):

#### a. ProctorU/In-person testing center

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

#### b. Zoom (w/instructor)

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

### 2. Time Limit to write exam: \_\_\_\_\_ minutes

### 3. Additional time given for exam processes (upload/download of exam), 30 minutes is the default:

Default time: Yes:      No:      If No, how many \_\_\_\_\_ minutes

### 4. Resources Allowed (check the boxes of items allowed, if explanation is needed add in the Details area):

#### a. Textbook/E-book:

Details:

#### b. Calculator:

Details:

#### c. Course Notes:

Details:

#### d. Formula sheet:                      # of sheets: \_\_\_\_\_

Details:

#### e. Blank Scratch paper:                      # of sheets: \_\_\_\_\_      Destroy? Yes:      No:

#### f. Software:

Details:

#### g. Other resources allowed:

Additional exam information/details:

## Exam 2

### 1. Dates/Times exam is open (all central time):

#### a. ProctorU/In-person testing center

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

#### b. Zoom (w/instructor)

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

### 2. Time Limit to write exam: \_\_\_\_\_ minutes

### 3. Additional time given for exam processes (upload/download of exam), 30 minutes is the default:

Default time: Yes:      No:      If No, how many \_\_\_\_\_ minutes

### 4. Resources Allowed (check the boxes of items allowed, if explanation is needed add in the Details area):

#### a. Textbook/E-book:

Details:

#### b. Calculator:

Details:

#### c. Course Notes:

Details:

#### d. Formula sheet:                      # of sheets: \_\_\_\_\_

Details:

#### e. Blank Scratch paper:                      # of sheets: \_\_\_\_\_      Destroy? Yes:      No:

#### f. Software:

Details:

#### g. Other resources allowed:

Additional exam information/details:

### Exam 3

**1. Dates/Times exam is open (all central time):**

**a. ProctorU/In-person testing center**

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

**b. Zoom (w/instructor)**

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

**2. Time Limit to write exam: \_\_\_\_\_minutes**

**3. Additional time given for exam processes (upload/download of exam), 30 minutes is the default:**

Default time: Yes:      No:      If No, how many \_\_\_\_\_minutes

**4. Resources Allowed (check the boxes of items allowed, if explanation is needed add in the Details area):**

**a. Textbook/E-book:**

Details:

**b. Calculator:**

Details:

**c. Course Notes:**

Details:

**d. Formula sheet:                      # of sheets: \_\_\_\_\_**

Details:

**e. Blank Scratch paper:                      # of sheets: \_\_\_\_\_      Destroy? Yes:      No:**

**f. Software:**

Details:

**g. Other resources allowed:**

Additional exam information/details:

**Exam 4**

**1. Dates/Times exam is open (all central time):**

**a. ProctorU/In-person testing center**

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

**b. Zoom (w/instructor)**

i. Open Date: \_\_\_\_\_ Open Time: \_\_\_\_\_

ii. Close Date: \_\_\_\_\_ Close Time: \_\_\_\_\_

**2. Time Limit to write exam: \_\_\_\_\_ minutes**

**3. Additional time given for exam processes (upload/download of exam), 30 minutes is the default:**

Default time: Yes:      No:      If No, how many \_\_\_\_\_ minutes

**4. Resources Allowed (check the boxes of items allowed, if explanation is needed add in the Details area):**

a. Textbook/E-book:

Details:

b. Calculator:

Details:

c. Course Notes:

Details:

d. Formula sheet:                      # of sheets: \_\_\_\_\_

Details:

e. Blank Scratch paper:                      # of sheets: \_\_\_\_\_ Destroy? Yes:      No:

f. Software:

Details:

g. Other resources allowed:

Additional exam information/details: