

Thank you for submitting your exam. This email confirms that ODS has successfully received your exam submission.

For Exams, ODS kindly requests the following information: If you have not already completed an exam form, we have supplied the requested information below for your convenience. Please fill in the information below and email this back to ensure exams are proctored correctly. *Only one form is necessary for all students taking the same exam.*

Students Name(s):

Instructor Name:

Contact Info DURING the Exam:

Alternate Contact Info (If Applicable):

Course Code (E.g. PSY 205 M001):

Date Exam will be taken on:

Time of Exam:

Time in Minutes the Class Receives:

Scantron required?: If yes, please specify type:

List All Approved Materials; Ex. (Calc, comp, bluebook, formulas, dictionary, open book, notes) **If Nothing is allowed please state:**

Method of Return (Please specify):

- **Professor/TA Pick Up (Quickest Method):**
- **Scan and Return Exam via Email (Please indicate Email address) (Quickest method):**
- **ODS Courier- MUST indicate FULL Name and Address of Department: PLEASE Note: Our courier times for delivery are only from 2-3 PM each day:**
- **Campus Mail (Please indicate FULL Name and address of department):**

Additional Notes for Exam:

PLEASE Remember, ODS requests that you send all exams and materials **at least one business day in advance if possible.**

Thank you!