

STUDENT PHOTO I. D. REQUIRED

Instructor Area: Please complete this part of the form and attach it to the copy of the student's exam.

Instructor's name

Phone

Name of Student

Course

Exam *Essay* *Mid-Term* *Final* *Other*

....If test needs to be printed, dept. copy code _____

Campus this student will be testing at: Leesburg South Lake Sumter

Last date/time this exam can be given _____

Time limit _____ Other instructions _____

Materials student can use: NONE or _____

How would you like the exam returned to you?

- Hold completed Exam in Learning Center for instructor pick-up.
 Send completed exam by campus mail: Leesburg ____ South Lake ____ Sumter ____
 Nothing to return. Test is on-line.

Instructor's Signature: _____ Date: _____

STUDENT: It is your responsibility to notify the instructor that this test has been taken. You must abide by the LSCC honesty code: "I will neither give nor receive unauthorized aid on any academic work, nor will I utilize any resources not specifically approved by my instructor for this test. I will not represent the work or ideas of another as my own, nor will I discuss this test with anyone. Failure to abide by these guidelines may result in my not receiving credit."

Student Signature _____ Date _____

For Learning Center Use Only

Date Administered _____ Student photo ID checked by _____

Time frame: Begin _____ tutor initials _____
End _____ tutor initials _____

Comments: _____