Office of Disability Services
Faculty Exam Instruction Sheet

Name: (Professor or Adjunct)  
Department:  
Date:  

I typically will (check one):

E-mail exams  
Drop off exams  
Have the student pick up the exam  

The student will always return the exam to (check as applicable):

MY office:  
Location/Room# (e.g., HH322):  
Slide under my door if I am not there.  
To department office:  
Location/Room# (e.g., HH322):  

OR

I will always pick up exam  

Please check the following, as applicable:

• For MULTIPLE CHOICE:
Always use a scantron (bubble sheet) for multiple choice  
Always circle answers or answer on space provided  

• For ESSAYS:
Always use a bluebook  
Always use notebook paper  
Always answer on space provided  

IF you typically allow:  
Calculator (type permitted), note cards, summary sheets, etc. Please remember to include that information with the exam.  

Please return completed form to Brandy Linn, HH 312

Rev. 09/2016