



HARVEY MUDD COLLEGE

EXAM AUTHORIZATION AND INSTRUCTIONS

The Dean of Students Office and the Office of the Dean of the Faculty collaborate to administer exams which, because of ADA requirements, cannot be completed during regular class time. This service is offered as a convenience to faculty and is used at the discretion of the faculty.

To be completed by the student:

At least one week before the exam, fill out the top portion of this form and bring it to the DOS office for approval. Once it has been signed, take the form to your professor.

If your professor wishes to have the exam administered by DOS, have him/her fill out the rest of the form. You should then return it to the DOS office. We will let you know via email when and where you will take the exam.

If your professor decides to administer the exam him/herself, you do not need to return the form to the DOS office.

Name:	Date of exam:
Course number:	Professor:
Accommodations required:	
Approved by DOS:	Date:

To be completed by the instructor:

1. Time allotted for in-class exam: _____
2. Does this exam have a video or audio component? ☐ Yes ☐ No
3. **If yes**, circle format: Audio Cassette CD Digital file DVD VHS
Other: _____
4. **Permitted items:** (check only those items which the student may use during the exam)

<input type="checkbox"/>	Data or formula sheets
<input type="checkbox"/>	Open textbook
<input type="checkbox"/>	Open Notes
<input type="checkbox"/>	Programmable calculator
<input type="checkbox"/>	Non-programmable calculator
<input type="checkbox"/>	Computer
<input type="checkbox"/>	Other:

5. When should the exam be administered: during the regular class, before class, after class? Be as explicit as you wish (e.g., the exam may begin no more than two hours before the in-class exam and must be finished no more than one hour after the in-class exam finishes). We will work with the student to find a time that fits with his/her schedule and satisfies your constraints.
6. Will you be available during the exam by phone or in person, in case the student has questions? ☐ Yes ☐ No Contact # or location:

EXAM DELIVERY (Please choose one method)

If the exam needs to be converted to an alternate format (Braille, recorded audio, enlarged text) please deliver the exam to the DOS office at least 5 working days in advance of the exam.

- ☐ **Student** picks up from professor two working days in advance and delivers to DOS in sealed & signed envelope
- ☐ **Professor** or designee delivers exam to DOS office at least two working days in advance
- ☐ **E-mail** at least two working days in advance. Send to dean_of_students@hmc.edu.
- ☐ **Campus mail** one week in advance, in sealed & signed envelope

COMPLETED EXAM RETURN (Please choose one method)

- ☐ **DOS/DOF Return:** A DOS or DOF staff person returns the exam to the address below in a sealed & signed envelope.
- ☐ **Student Return:** Student returns the exam to the address below in a sealed envelope that has been signed by the test administrator.
- ☐ **Professor Pick-up:** The professor or designee picks up the exam.
- ☐ **Campus Mail:** The exam will be returned via campus mail to the address below.

Address: _____

Instructor's Signature: _____

Date: _____

If you have any questions, contact the Administrator for Student and Academic Affairs

Nikki Ayers

nayers@hmc.edu

Harvey Mudd College | Platt Campus Center

Office: 909.607.7916 | Fax: 909.621.8494

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