



University of Houston-Downtown.

Professor Preference Form

Office of Testing Services

Fully Online Course(s):

Yes No

Exam Type:

Final Exam Midterm
 Exam 1 Exam 2
 Exam 3 Exam 4

In an effort to schedule your exams we need the below information.

Instructor/Professor Name:		Emergency Contact #:
Email:	CRN:	
Term:	Class Name/Subject/Number:	

Any ADA students: NO YES (Complete the UHD Academic Testing- Approved Accommodation List)

Test Format (Select only One):

Webassign Pearson Lab Portal (i.e. MyMathLab, MyStatLab, MyITLab, etc.)

Cengage Paper Exam (ProctorU will not be an option for students)

Blackboard Blackboard with Respondus (ProctorU will not be an option for students)

McGraw Hill Connect Other format: _____

Test Duration (Max is 2.5 hours): _____ hrs _____ mins

Resources students may have access to during testing (Select all that apply):

Four-function calculator Notes* (printed/hard copy) Text Book (printed/hard copy)

Multi-function calculator Notes* (handwritten) E-book (Online/E-book Reader/PDF)

Scantron Notes* (Index Cards) Microsoft (Excel/Word)

Visual Studios Notes* (Formula Sheets) No Resources Allowed

Notes* (PowerPoint Print outs)

Other/Software: _____

Last day to submit a revision is two weeks prior to testing date. Electronic equipment (cell phones, laptops, etc.) are NOT allowed in the testing room. Scratch paper is provided to all students unless professor notes otherwise in special instructions. *Students are NOT allowed to use exam questions, chapter solutions, review sheets with questions/answers and practice problems as notes.

Special Instructions or Explanations: For example, exam is built in two or multiple parts, questions on exam have built in links, there is an audio section (headphones required), MS Excel, half-sheet of notes allowed, pages of notes allowed, formula sheet will be found on exam portal, formula sheets delivered to Testing Services and/or etc.)