**Instructor Cover Sheet**

**Student Name**:       **Today’s Date**:

**Does the student have accommodations through the ASC?** [ ]  Yes [ ]  No

**Instructor Name**:       **Course Dept/Number**:

**Instructor Cell Phone (in the event of questions)**:       : [ ]  Call [ ]  Text

**Testing Time Allowed for Students in Classroom**: [ ]  50 min [ ]  75 min [ ]  Other:

**What aids can *all* students in the class use during the exam?**

|  |  |
| --- | --- |
| [ ]  Nothing | [ ]  Graphing Calculator |
| [ ]  Textbook | [ ]  Scientific Calculator  |
| [ ]  Dictionary | [ ]  4 Function Calculator (+. -. x, /) |
| [ ]  Thesaurus | [ ]  Only Included Calculator |
| [ ]  Notes (How many pages?      ) | [ ]  Word Processing |
| [ ]  Note cards (How many? How big?      ) |  |
| [ ]  Other:       |  |
| **Special Instructions**:       |

**Who will pick up exam?** [ ]  Instructor [ ]  Other Designee:

**Testing Expectations & Honor Pledge**

1. A student must arrive to the ASC at the approved time for the exam.  If a student is late to the exam, no additional time will be provided to the student beyond the original approved testing time.
2. Only approved permitted aids are allowed in the testing room.  Any unauthorized belongings, including but not limited to note sheets, electronic devices, flash cards, etc., present in the testing room may be considered a violation of the Honor Pledge.
3. No calculator cases/covers are allowed in the testing rooms.  Calculator instruction cards/booklets must be inspected by ASC staff before entering the testing room.
4. If permitted, ASC will provide scratch paper.
5. At the end of the allotted time, students must return any borrowed materials to the ASC staff (i.e. calculators, pens, pencils, scratch paper, etc.).
6. The time limit for tests will be strictly enforced.  Proofreading, editing, and completing testing materials must be completed within the test time limit.
7. All students must agree to the Honor Pledge below:

As a member of Stetson University, I agree to uphold the highest standards of integrity in my academic work. I promise that I will neither give nor receive unauthorized aid of any kind on my tests, papers, and assignments. By my actions and my example, I will strive to promote the ideals of honesty, responsibility, trust, fairness, and respect that are at the heart of Stetson's Honor System.

If I violate The Honor Pledge, I understand that the ASC will remove the testing materials, notify the faculty member, and report the academic violation to The Honor Council.

By signing below, I have **read and agree** to abide by the ASC Testing Expectations and Honor Pledge.

**Pledged**: **Date**:

**Faculty/Designee Initial Upon Pickup: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Faculty/ Designee Printed Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_