NOTE TO INSTRUCTOR: Complete and email this form and exam to bccproctor@brunswickcc.edu.

Student Name: ________________________________

Course: ________________________________

Date test is due: ________________________________

Time limit for test: ________________________________

Use of books or notes?  Yes [ ]  No [ ]

Use of calculator?  Yes [ ]  No [ ]

If unable to finish test, may student return to test to ACE staff and continue at a later time:  Yes [ ]  No [ ]

Any special instructions: ________________________________

[ ] Instructor will pick up test.

[ ] Test is to be returned to Instructor by Inter-office mail.

[ ] Other ________________________________

Instructor Signature ________________________________ Date ________________________________

Doc #638, July 2015