



EAS EXAM REQUEST FORM

All Exams Conducted in H100

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Assistant Coordinator
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EAS must receive **regular** semester exam requests **five days** prior to the exam

EAS must receive **final** exam request **ten days** prior to the last day of the semester

Student Section	700#:
Name:	Phone #:
Course name and number: I.E. PSYC 150, ACCT 201, or STAT 200	
Professor's name:	
Please check your accommodations:	
1 1/2x	2x Reader Writer Other:
All students taking exams will be bound by Mesa State Student Code of Conduct, in addition to Educational Access Service's Student Guidelines for Extending Testing. Exams will be monitored and recorded by video surveillance cameras, in addition to EAS staff.	

Instructor Section	
Test pick up:	Preferred method of test delivery:
EAS student staff pick up	EAS student staff delivers test to your dept.
Professor drop off	Professor pick up from EAS office
E-mail to twhalen@mesastate.edu	Other:
Fax to 248-1988: please call to verify receipt	
Materials Allowed: please initial appropriate areas, including none	
None	Calculator Open Book
Tables/Charts	Open Notes Other:
Date and Time of Test: please verify with student	
Test Date:	Time:
How much time is the class allowed for the test:	
Is the student allowed a break due to extended testing time?	
Instructor Signature:	Date:

EAS Office Use Only	
Test Received By:	Date: Time:
Test Type: Essay M.C. Combo Foreign Language Math	
Special Instructions for Monitors:	
Test Date:	Actual Time Start: Actual Time End:
Monitor:	Test Room: Contents:
Student Initials:	Monitor Initials:
Completed Test Returned to (Signature):	Date:
Time Delivered:	Initials: