



EAS EXAM REQUEST FORM

All Exams Conducted in H100

Tom Whalen
Assistant Coordinator
Phone: 248-1801
Fax: 248-1988

*EAS must receive your exam request **five days** prior to the exam

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: EAS student staff pick up Professor drop off E-mail to twhalen@mesastate.edu Fax to 248-1988: please call to verify receipt	Preferred method of test delivery: EAS student staff delivers test to your dept. Professor pick up from EAS office Other:	
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:		
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:	