

To Professors:

Academic Support Proctoring

- 1) Send exam to our office via
 - E-mail: Karen.goode-bartholomew@snc.edu & roxy.michiels@snc.edu
 - Fax: (920)403-4021 with a cover page-PLEASE
 - Deliver to: 211 Tod Wehr Hall (top floor)
- 2) Please include
 - Professor's name
 - Course name (BIOL203, MATH123, etc)
 - Testing Student's Name
 - Time allotted for exam
 - Study aids allowed (calculator, notes, book, etc)
 - Any special instructions (1st part calculator, 2nd portion non-calculator)
 - Delivery address when exam is complete (office – Boyle 201)