**Correspondence Request Form**

Exams may only be proctored during the long semesters (Fall/Spring). **This form must be filled out in its entirety and e-mailed to** **testinfo@utsa.edu** **a minimum of three (3) weeks prior to the date requested.** If the form is not filled in completely, it will be sent back and could result in a delay in scheduling your exam(s).

1. **Student Information:**

**Last Name:** Click or tap here to enter text. **First Name:** Click or tap here to enter text.

**Are you a CURRENT UTSA Student?** [ ]  Yes [ ]  No

**If ‘Yes’, enter your Banner ID (ex. @12345678) number:** Click or tap here to enter text.

**Contact E-mail:** Click or tap here to enter text. **Contact Phone #:** Click or tap here to enter text.

1. **Instructor Information:**

**Course Instructor:** Click or tap here to enter text. **Course Name:** Click or tap here to enter text.

**Instructor E-mail:** Click or tap here to enter text. **Instructor Phone#:**  Click or tap here to enter text.

1. **Exam Information:**

**Date(s) Requested:** Click or tap here to enter text.

**(Dates requested may only be for weekdays (Mon-Fri) at 8:30am with 3 weeks-prior notification)**

**Type of Exam (Paper-based or Computer-based):**  Click or tap here to enter text.

**Test Length (Max of 5 Hours):** Click or tap here to enter text. **Built-In Online Timer?** [ ]  Yes [ ]  No

**Special Instructions (we expect to receive details from your instructor on how the exam is to be administered, but you can write additional information here):**

Click or tap here to enter text.

**Students are required to present a valid (non-expired) photo ID when testing to verify identity and must turn off and turn in electronic devices, unless specified as usable during the exam by the instructor.**