

EXAMINATION INSTRUCTION SHEET
SPRING 2016 SEMESTER

Course Title:

Exam Day:

Course #

Section #

Exam Date:

Section ID:

Exam Time:

Professor:

of Students:

Courses having a final exam:

1. Time allowed for exam: _____ hours _____ minutes
2. Are students allowed to use a laptop for the essay portion of the exam? ___ Yes ___ No
3. Will Blue Books be allowed (or required): ___ Yes ___ No
4. Maximum number of blue books each student is allowed _____ (Please answer even if allowing laptop for exam, in case of equipment malfunction)
5. Or is this a self-contained exam (answers written directly on exam): ___ Yes ___ No
6. Are scantrons required? ___ Yes ___ No
7. If scantrons are required, how many for each student? _____ (one scantron will hold 150 answers.)
8. Are any outside materials permitted during the exam? ___ Yes ___ No.
If yes, please specify below (**Note: Please include materials such as calculator, scratch paper, code book, laptop-other than for ExamSoft, class notes, etc., because only materials listed below will be permitted during the exam.**)

- a. _____
- b. _____
- c. _____
- d. _____

Where may you be reached during the exam? _____

Signature: _____ Date: _____

Return to Registrar by
Room 309 Law College Building, East Lansing, MI 48824-1300 or fax to (517) 432-6821

FINAL PAPER INSTRUCTION SHEET
SPRING 2016 Semester

Course Title:		Exam Day: Final Paper
Course #	Section #	Exam Date: Final Paper
Section ID:		Exam Time: Final Paper
Professor:		# of Students:

Courses with a final paper:

1. Will you initially require an anonymous grade sheet (i.e., only permit numbers)? Yes ____ No ____ If no, you will receive a grade sheet with student names only.

2. What role, if any, will the registrar's office play in the distribution of papers? (For example, will students be able to download from ExamSoft? Pick up paper copy from RO? Is there a specific day or time when available?) _____

3. What role, if any, will the registrar's office play in the collection of papers? (For example, will students be instructed to submit papers to the registrar's office in person, via email – Exams@law.msu.edu or ExamSoft.) _____

4. If papers are to be submitted to the registrar's office, what is the last day and time that students may turn in papers? How much time are students allowed to complete the paper? _____

5. Are papers that are to be submitted to the registrar's office to be submitted anonymously by the student? ____ Yes ____ No. (If yes, students should be instructed to only place their exam permit numbers on their papers.)

6. Are papers to be forwarded to the instructor after deadline? If yes, what address should they be sent to? **(NOTE: Papers will be mailed only to addresses outside of the Greater Lansing Area)**

7. List any additional comments or instructions: _____

Where may you be reached on the day that papers are to be submitted to the registrar's office? _____

Signature: _____ Date: _____

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**ORAL EXAMINATION INSTRUCTION SHEET
SPRING 2016 SEMESTER**

Course Title: : Exam Day: Oral Exam
Course # Section # Exam Date: Oral Exam
Section ID: Exam Time: Oral Exam
Professor: # of Students:

Courses with an oral exam:

1. Will you initially require an anonymous grade sheet (i.e., only permit numbers)?
Yes ____ No ____ If no, you will receive a grade sheet with student names only.

2. What role, if any, will the registrar's office play? _____

3. If there is a final exam, please contact the Registrar's Office immediately.

Signature: _____ Date: _____

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TAKE HOME EXAM INSTRUCTION SHEET
SPRING 2016 Semester

Course Title:		Exam Day: Take Home
Course #	Section #	Exam Date: Take Home
Section ID:		Exam Time: Take Home
Professor:		# of Students:

Courses with a take home exam:

1. Will you initially require an anonymous grade sheet (i.e., only permit numbers)? Yes ____ No ____ If no, you will receive a grade sheet with student names only.
2. What role, if any, will the registrar's office play in the distribution of exams? (For example, will students be able to download from ExamSoft? Pick up paper copy from RO? Is there a specific day or time when available?) _____

3. What role, if any, will the registrar's office play in the collection of exams? (For example, will students be instructed to submit exams to the registrar's office in person, via email – Exams@law.msu.edu or ExamSoft.) _____

4. If exams are to be submitted to the registrar's office, what is the last day and time that students may turn in exams? How much time are students allowed to complete the exam? _____

5. Are exams that are to be submitted to the registrar's office to be submitted anonymously by the student? ____ Yes ____ No. (If yes, students should be instructed to only place their exam permit numbers on their exams.)
6. Are exams to be forwarded to the instructor after deadline? If yes, what address should they be sent to? **(NOTE: Exams will be mailed only to addresses outside of the Greater Lansing Area)**

7. List any additional comments or instructions: _____

Where may you be reached on the day that exams are to be submitted to the registrar's office? _____

Signature: _____ Date: _____

Return to Registrar by
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**EXAM/PROJECT/PAPER INSTRUCTION SHEET
SPRING 2016 Semester**

Course Title: Exam Day: No Exam
Course # Section # Exam Date: No Exam
Section ID: Exam Time: No Exam
Professor: # of Students:

Courses without a final exam:

1. Will you initially require an anonymous grade sheet (i.e., only permit numbers)? Yes ____ No ____
If no, you will receive a grade sheet with student names only.
2. If there is a final exam, please contact the Registrar's Office immediately.
3. What role, if any, will the registrar's office play in the distribution of papers? (For example, will students be able to download from ExamSoft? Pick up paper copy from RO? Is there a specific day or time when available?) _____
4. What role, if any, will the registrar's office play in the collection of papers? (For example, will students be instructed to submit exam/paper or project to the registrar's office in person, via email – Exams@law.msu.edu or ExamSoft.) _____
5. If exam/paper/project is to be submitted to the registrar's office, what is the last day and time that students may turn it in? How much time are students allowed? _____

6. Is exam/paper/project that is to be submitted to the registrar's office to be submitted anonymously by the student? ____ Yes ____ No. (If yes, students should be instructed to only place their exam permit numbers on their exam/paper/project.)
7. Are exams/papers/projects to be forwarded to the instructor after deadline? If yes, what address should they be sent to? _____

8. List any additional comments or instructions: _____

Where may you be reached on the day that papers are to be submitted to the registrar's office?

Signature: _____ Date: _____

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