CSCE 121 – 700 – Summer 2016

Exam Proctoring Information

All exams (e.g. midterms, finals) will require in-person proctoring. You may either come to the TAMU campus or work with the administrative assistant (contact info below) to arrange in-person proctoring at an alternative location.

In either case, you are responsible for:

- filling in the exam location form (information below) by June 20, 2016.
- taking note of exact dates and locations you will be taking the exam(s);
- if not taking the exam in-person at TAMU, defining the alternative arrangement with our administrative assistant by June 27, 2016;
- promptly contacting our administrative assistant (info below) with any questions regarding exam location and set.

Exam Location Form

Please fill in the form at http://goo.gl/forms/uEtnUMA8PST61U592 indicating your planned arrangement for in-person proctoring. The alternatives are:

- Take the exams in person, at the TAMU location and dates specified below;
- Arrange an alternative location, and have the setup approved by our administrative assistant by June 27, 2016.

If the setting requires a fee, we can reimburse fees up to a total of $60 (receipts required), but you will need to work with the administrative assistant to make sure that your specific arrangement can be covered.

Possible location arrangements include:

- working with a supervisor, professor, or certified teacher to have exams proctored in person. Detailed information of the arrangement is required;
- using a university testing center. You can find available locations through the National College Testing Association, http://www.ncta-testing.org/cctc/find.php
- Sylvan Learning Centers
- Prometric Testing Centers

Exam Dates

Exam dates and locations for CSCE 121-700 Summer 2016 is available at http://courses.cse.tamu.edu/jmichael/su16/121/exam/

Administrative Assistant – Contact Info
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