

**STUDENT PHOTO I. D. REQUIRED**

**Instructor:** Please complete this section and attach the form to the copy of the student's exam.

Instructor's Name: \_\_\_\_\_ Phone \_\_\_\_\_

Name of Student: \_\_\_\_\_ Course \_\_\_\_\_

Exam #\_\_\_\_  Essay  Mid-Term  Final  Other \_\_\_\_\_

Last date/time this exam can be given \_\_\_\_\_

Time Limit: \_\_\_\_\_

Materials student can use: \_\_\_\_\_

*If NONE, tutor will check in all student materials at the English reception desk.*

Other instructions: \_\_\_\_\_

How would you like the exam returned to you?

Hold completed Exam in Learning Center for instructor pick-up

Send completed exam by campus mail:  Leesburg  South Lake  Sumter

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT:** It is your responsibility to notify the instructor that this test has been taken. Signing below indicates that you understand and uphold the LSCC academic honesty code, condensed here as: "I will neither give nor receive unauthorized aid on any academic work, nor will I utilize any resources not specifically approved by my instructor for this test. I will not represent the work or ideas of another as my own, nor will I discuss this test with anyone." Failure to abide by these guidelines may result in a failing grade or other penalties.

Print Name \_\_\_\_\_ ID number X \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Learning Center Use Only**

Date Administered \_\_\_\_\_ Student photo ID checked by \_\_\_\_\_

Time taken: Begin \_\_\_\_\_ End \_\_\_\_\_.

LC Staff Signature or Initials \_\_\_\_\_

LC Comments: \_\_\_\_\_