

Instructor Cover Sheet for Streaming Video Courses

(To be used when sending exams to remote/distance learning students)

Course Number: _____

Course Title: _____

Instructor's Name: _____

Any questions about enclosed materials please contact:

(Insert Dept. contact person name, phone number, email address)

Name: _____

Phone: _____

Return Address:

Enclosed is/are the following:

- Handouts for Lecture #(s): _____
- Homework Assignment #(s): _____
- Solutions to: _____
- Exam #(s): _____
- Other: _____

Instructor: If quiz and/or exam are enclosed, please complete the following:

Type of test? Closed Book _____ Open Book _____ Take home _____

Should Exam be proctored? Yes _____ No _____

Are student notes permitted? Yes _____ No _____

If yes, please specify limitations (i.e. closed book, open book, no notes, notes allowed, etc.):

Last lecture to be reviewed before exam: _____

Student may view additional lectures prior to testing? Yes _____ No _____

Time limit for taking exam: _____

***Note: If different than address shown above, this quiz/exam should be returned to the following person and address:**

Return Date for Exam:

Post Mark _____ In-Hand _____ Received by _____

(If this date cannot be met, contact the Instructor in advance for permission to change).