

## Out-of-Class and Common Exam Request Form

Reminders (to view the full policy, [click here](#)):

1. Exams are limited to 90 minutes from 7:30 pm to 9:00 pm. on Monday through Thursday evenings.
3. Exam limits are no more than 4 evening exam periods in a single semester, excluding the final exam.
4. Wednesday evenings are for 100-level courses to avoid McBride Honors conflicts.

Requested by

Date

Requestor's Email

### Course Information

1. Course or courses to bundle for exam (Priority for limited space goes to courses or courses bundled with the largest enrollment). Enter course(s) subject and number. Enter section if needed. (Example: PHGN100, PHGN200 or CSCI-261-J)

2. Total expected enrollment:

3. Contact instructor(s) to list on the schedule. (Example: Deb Carney (111), Rebecca Swanson (112/122))

4. Seating preference

Exam seating - every other seat

Regular seating - every chair

#### Exam 1

1st Date preference:

2nd Date preference:

3rd Date preference:

#### Exam 2

1st Date preference:

2nd Date preference:

3rd Date preference:

#### Exam 3

1st Date preference:

2nd Date preference:

3rd Date preference:

#### Exam 4

1st Date preference:

2nd Date preference:

3rd Date preference:

List any room preferences

Notes or comments

Once the form is complete, save the document as a pdf and email to [registrar@mines.edu](mailto:registrar@mines.edu).