



FINAL EXAMINATION REQUEST

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Instructions: Complete this form after all assignments have been submitted for grading and you are ready to take your final exam. This form should not be submitted later than two weeks prior to the time you will take your final exam. The final exam will be sent directly to your proctor. This form may be submitted online at waldorf.edu, under student center. It is imperative that you fill out the revision code in order to receive the correct final examination.

Only course text and calculators are allowed when taking proctored exams. Students may use a computer to access an online exam or type essay answers.

Please note that a Waldorf student or graduate may not serve as a proctor.

COURSE INFORMATION (Please Print Clearly)

Course # _____ Revision Code _____ Course Name _____

Textbook Title _____ Edition # _____

PROCTOR INFORMATION

If you indicate your proctor's e-mail address on the line provided below, we will e-mail your final exam and instructions directly to your proctor. Please verify this e-mail address. If your final exam is e-mailed, please provide your proctor with a postage paid envelope that is pre-addressed to Waldorf University.

Proctor's Name _____

Address _____

Address _____

City, State, Zip _____

Phone # _____

E-Mail _____

Verify E-Mail _____

By my signature below I attest that I am not related to my proctor and that my proctor has no personal interest in my doing well on the examination that will be administered to me.

Student Name (please print)

Student Signature

Student Phone Number

Student E-Mail Address

Date