

# Evening Exam Request Form

Please return completed Evening Exam Request form to Office of the Registrar, YONG, Room 708. For questions about the Evening Exam request process, please call 47319.

Date: \_\_\_\_\_

From: \_\_\_\_\_ Email address: \_\_\_\_\_  
 (First and Last Name, please, clearly printed)

*Per Faculty Senate policy, evening examinations for single section courses are not encouraged and may be requested only under the most unusual circumstances **and** after review of the department head, indicated by the signature of the department head on this request form. **Any single section courses included in this request should be noted with an asterisk and explained below in Other.** Please provide the Course Reference Number and/or section number.*

If this request is for certain sections within a multi-sectioned course, please provide the Course Reference Number (CRN) and/or section numbers.

**Please indicate the reason for this evening exam request (check all that apply):**

- This course has more than one section, and I wish to hold one common exam.
- Alternate Exam Seating is needed, but is not available during the regular class session.
- Other \_\_\_\_\_

**Please indicate courses and three date choices...no exams on Fridays, Saturdays or Sundays**

| <u>Subject</u> | <u>Course #</u> | <u>CRN#(s)<br/>Sec# (s) or<br/>"All"</u> | <u>Est.<br/>Enrollment</u> | <u>1st Choice</u> | <u>2nd Choice</u> | <u>3rd Choice</u> |
|----------------|-----------------|--|----------------------------|-------------------|-------------------|-------------------|
|                |                 |  |                            |                   |                   |                   |
|                |                 |  |                            |                   |                   |                   |
|                |                 |  |                            |                   |                   |                   |

Distance Offering Included  Yes or  No

- 6:30-7:30 p.m.
- 8:00-9:00 p.m.
- Either time above**
- Extended time is requested. **Please check one:**  1 ½ hours (8:00-9:30pm) or  2 hours (8:00-10:00pm)

**\*\*\*Required Information and Signature for Extended Time Requests\*\*\***

Please describe the unique nature of the course that precludes effective testing within the standard 60-minute Evening Exam time allotment. Department head signature is required, per University Senate policy.

**Required Information for All Evening Exam Requests**

As mandated by Faculty Senate policy, for all examination periods scheduled, roughly equivalent regular class periods are to be eliminated. Omitted meetings are to be selected by the instructor according to the principle that meetings for each course should be distributed uniformly over its assigned term of instruction. Please list the regular class periods which will be omitted:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Head

Evening Exam Policy: [https://www.purdue.edu/registrar/faculty/scheduling/even-final\\_exam\\_schedule.html](https://www.purdue.edu/registrar/faculty/scheduling/even-final_exam_schedule.html)