Exam Distribution by the LRC

Date Submitted: _________________________

Submitted by (Instructor / Division Assistant / TA): ____________________________

Course Number: __________________

What do students call this course: ________________

Course Coordinator: _______________________

Semester: Fall | Spring | Summer | Year _________

Please check the method of distribution:

☐ Distribute freely (on a public counter in the LRC) ☐ Require ID

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Policies

Turnaround:
• Please inform students of exactly when the exams will be available!
• If you tell the students that exams are available, please make sure they are.
• Please bring the exams to Kiandra Whallon in the LRC Office in PHR 4.123, not to the LRC Library Checkout window.
• Materials turned in by 4:00 pm, will be available by 9:00 am following day.

Alphabetization:
• Exams must be alphabetized.

Returns:
• Exams will be held for distribution for two weeks after submission to the LRC. All exams not claimed within two weeks will be returned to the submitter.

Problems or suggestions:

Please contact Kiandra Whallon in the LRC office at 512-471-3857

Thank you for your cooperation.