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 Jamie Vance 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 Jamie Vance in the LRC office at 512-471-3857

Thank you for your cooperation.