

## 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.