Sample Loading Sheet

						For F2F Exams ONLY		For ONLINE Exams ONLY							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Course	SEC	CRN	X Listed, Same (S) or With (W)	Instructor	Exam scheduled by OREG (Y/N)	Exam duration in hours (for F2F synchronous timed exams)	Room request (for F2F synchronous timed exams)	Will you be delivering the exam F2F or online?	What format do you plan to use to deliver your exam? Please select from the drop-down menu.	Exam duration in hours (for flexibly timed & synchronous exams)	Exam duration in days (for Multi/Same-day exams)	Access period in days (for flexibly timed exams)	Which tool will you be using to deliver your online exam? (Brightspace, Zoom, Crowdmark, other?) Please list all that apply.	Any additional info about the exam	Special Date/Time Request (Dean's memo required)
ANTH 100	A01	10091	s/A02		Y	3 hrs	Gym	F2F							Not on Sunday
ANTH 100	A02	10092	s/A01		Y	3 hrs		online	Synchronous timed	3 hrs	n/a	n/a	Brightspace		Not on Sunday
BIOL 311	A01	10396	xlisted w/EOS 311		Y	n/a		online	Multi-day exam	n/a	2 days	n/a	Brightspace		
EPHE 143	A01	11501			Y	n/a		online	Flexibly timed	1.5 hrs	n/a	2 days	Brightspace		
EPHE 143	A03	11503			Y	3 hrs	tables&chairs	F2F							
MATH 100	A01	12012	s/A01-A04		Y	3 hrs	Gym by rows	F2F							
MATH 100	A02	12013	s/A01-A04		Y	3 hrs	Gym by rows	F2F							
MATH 100	A03	12014	s/A01-A04		Y	3 hrs	Gym by rows	F2F							
MATH 100	A04	12015	s/A01-A04		Y	3 hrs		online	Synchronous timed	3 hrs	n/a	n/a	Brightspace		
PHYS 410	A01	12562			Y	n/a		online	Same-day exam	n/a	1 day	n/a	Brightspace		Dec 09-11 only