Northeastern University
College *of* Engineering

Instructor's Cover Sheet for Video Streaming Courses

(To be used when sending quizzes, tests, exams or other materials to online/distance learning students)

Course Number: _____

Course Title: _____

Instructor's Name:

Any questions about enclosed materials please contact the instructor named above.

Instructor's Email: _____

Return Address or Email Address: _____

Instructor's Phone: _____

Enclosed are the following:

- ☐ Handouts for Lecture #(s): _____
- ☐ Homework Assignment #(s): _____
- ☐ Solutions to: _____
- ☐ Exam #(s): _____
- ☐ Other: _____

Instructor: If a quiz or exam is enclosed/attached, please complete the following:

Type of quiz/exam (check one): Closed Book _____ Open Book _____ Take Home _____

Should Exam be proctored? Yes _____ No _____

Are student notes permitted? Yes _____ No _____

If yes to any of the above, specify limitations (i.e. closed book, open book, no notes, notes allowed, how many pages of notes are allowed, etc.):

_____

_____

_____

Last lecture to be reviewed before exam: _____

Student may view additional lectures prior to testing? Yes _____ No _____

Time limit for taking exam: _____

Return Date/Time/Method for Exam:

Post Mark by: _____ Email by: _____ Received by _____

(If this date cannot be met, contact the Instructor in advance for permission to change).

Special Instructions for returning the quiz/exam:

_____

_____

_____

Graduate School of Engineering
130 Snell Engineering Center, 360 Huntington Avenue, Boston, MA 02115, 617.373.2711