

**THIS FORM MUST BE SIGNED BY THE ADVISOR BEFORE SUBMISSION TO AISO STAFF,  
UNLESS THE ADVISOR PROVIDES INSTRUCTIONS VIA E-MAIL.**

**QUALIFYING EXAMINATION INFORMATION SHEET**

Student Name \_\_\_\_\_ Advisor Name \_\_\_\_\_

Type of Exam:  General Field  Special Field Exam format:  Take-Home  Sit-Down  Portfolio

**For take-home exam**, please provide:

Date student can pick up exam question(s) \_\_\_\_\_ Pick-up time, if specific: \_\_\_\_\_

Return date: \_\_\_\_\_ Return time, if specific: \_\_\_\_\_ Are reference materials allowed? Y N

If Y, please specify: \_\_\_\_\_

**For sit-down exam**, please provide:

Date and time of exam: \_\_\_\_\_ Will student pick up exam question(s) in 226 Ed before the exam? Y N

Return time: \_\_\_\_\_ Who will bring completed exam to 226 Ed? \_\_\_\_\_

Are reference materials allowed? Y N If Y, please specify: \_\_\_\_\_

**For portfolio exam**, please provide: Date and time of exam \_\_\_\_\_ Location: \_\_\_\_\_

**Special or additional instructions:**

**For all exam formats**, please provide name and department of each reader:

Reader 1: \_\_\_\_\_ Department \_\_\_\_\_

Reader 2: \_\_\_\_\_ Department \_\_\_\_\_

Reader 3: \_\_\_\_\_ Department \_\_\_\_\_

**Distribution of exam results:** Please select one of the following options or specify a different one:

- Give me the grade sheets and comments to give to the student.
- E-mail the grades to me to inform the student and put the grade sheets and comments in the student's mailbox.
- E-mail the grades to me, e-mail the student, and put the grade sheets and comments in the student's mailbox.
- Other: \_\_\_\_\_

**One last question: Do you want your own file copies of your advisee's grade sheets?** Y N

**ADVISOR SIGNATURE:** \_\_\_\_\_