

# Physics & Astronomy exam printing order

Please complete this form and email it to Matt Larson with your test originals.

## Job Information

Instructor \_\_\_\_\_ Test date \_\_\_\_\_

Course Number \_\_\_\_\_ Room \_\_\_\_\_

## Number of copies

\_\_\_\_\_ Total number of copies

Copy onto... both sides of page(s)  
one side of page(s)

\_\_\_\_\_ copies of Form A

\_\_\_\_\_ copies of Form B

\_\_\_\_\_ copies of Form C

\_\_\_\_\_ copies of Form D (limit of four forms)

## Answer Sheets

In test  
Separate  
Not needed

## Special Instructions

Different paper color for each form

Include scratch paper

Do not staple pages

Seating Chart needed

Other:

## Directions

- Fill out the job information.
- Enter the total number of copies you would like, indicate whether you would like them printed on both sides of the page or one side, and break down how many copies of each form you would like.
- Request answer sheets as appropriate
- If you have any special instructions for your exam copies, please indicate this under Special Instructions. If you have a requirement not already listed and the "Other" area proves too small, please include your requests in an email.
- Email your exam and this form to Matt Larson ([matthew-a-larson@uiowa.edu](mailto:matthew-a-larson@uiowa.edu)).
- Your exams will be ready as soon as possible. They will be available for pickup in the department office. We will send you an email when they are ready. We're happy to hang onto them for as long as you'd like.