

EXAM DATA PASSWORD FORM

To protect student records, all data emailed and/or saved to disk will be exported in EXCEL format and issued a password to prevent unauthorized use of exam results and student information. We hope that once a campus wide encryption tool is available, that we may offer other formats as well.

I wish to have the following password assigned to all exams that are submitted to run for my classes.

I wish to replace a previously set password with the following.

Last Name: _____

First Name: _____

Department: _____

Phone Number(s): _____

Password:

Signature: _____ Date: ___/___/___