

## ***PROCTORED SUMMATION INSTRUCTIONS***

**Trinity must receive this summation back within 30 days of when it was sent.**

1. Write legibly, do not type summation.
2. Number pages successively on top right corner.
3. No Bibles or reference materials allowed (unless the instructions on the summation itself say otherwise).
4. Complete the Student section of the Cover Sheet.
5. You have a maximum of two (2) hours to complete the summation.
6. Upon completion of the summation, or at the end of the two-hour time limit, return to your Proctor the original summation questions, your answers, and your cover sheet with your part filled out.
7. Proctor should fill out bottom half and sign.
8. If more than one summation is taken at a time, do not staple two summations together.
9. Also supply your Proctor with a postage-paid, 9 X 12 envelope, so they can return your summation to Trinity.
10. Trinity address label will be included with the summation.
11. If you need further clarification, you may call Trinity at 812-853-0611.

**No part of the summation or student responses may be copied or reproduced by any means or for any purpose, without the express written consent of the Academic Committee.**

### ***MATERIALS REQUIRED***

Pen or pencil with eraser.

15-20 pages of 8-1/2 x 11, lined blank paper (overseas students may use local size).

Well-lighted table or desk.

A timing device (clock or stopwatch). You will have a maximum of two (2) hours to complete the summation, unless otherwise stated on the summation.

A 9 X 12 envelope (with sufficient postage affixed) for the completed summation to be returned to Trinity.

**Please note that there has been a name change. What is now called a “proctored summation” was formerly called a “summative exam” or “seminar assessment”.**