

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> NAME (Please print legibly)

Blue Book/Paper Claim Form

This form should be used to claim proctored exam blue books and ExamSoft papers. All **take home exams** can be collected from the **Faculty Assistants**.

- All information must be written legibly and completely. Incomplete or illegible forms may take longer to process or be returned.
- Requested blue books or exams may be picked up from Law Student Support **one week*** after the form is submitted.
- Students will be asked to present their GGU photo ID card at time of pick-up.
- Blue books and papers will not be released until all of the grades for that term have been recorded.

DATE
TERM (submit a separate form for each term)
Exam Number (required)

Coordinator's Notes	COURSE	INSTRUCTOR	SECTION	RECEIVED (for admin use only)

* Processing times may take longer during exam periods.