Glendale Community College
Assessment Center
SF112   (818) 240-1000 x5329

PLEASE DELIVER
TEST & FORM
TO SF112

INSTRUCTIONS FOR MAKE-UP TESTS

- **Maximum of 10 students per Make-Up Test per class**

- **Students must make appointments at the Assessment Center**

- **No make-up test without a picture I.D.**

- **Instructor must complete this form and submit a copy of the exam to the Assessment Center Staff**

Instructor's Name _____   Instructor Phone #_____

Student's name _____   I.D. # _____

Course _____

Date Leaving Test _____   Deadline for make up the test _____

How long does the student have to complete this test? _____ Hours _____ minutes

Indicate which materials the student may use during the test:

Textbook _____   Thesaurus _____   Calculator _____   Maps _____

Class notes _____   Bluebook _____   Scientific Cal _____   Pen _____

Dictionary _____   Writing paper _____   Graphing Cal _____   Pencil _____

Elec. Dictionary _____   Scantron _____   Scratch paper _____   Other _____

Any specific instructions: _____

_____

_____

All expired Make-Up Tests will be put in your mailbox one week after expiration.

Assessment Staff: _____ please hold the test for pick up.

                                   _____ please put the test in my mailbox.

Instructors Signature: _____