

INSTRUCTIONS FOR MAKE-UP TESTS

- **Students must make appointments at the Assessment Center**
- **No make-up test without a picture I.D.**

*******Limit of 3 make-up exams per instructor per class.*******

- **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: _____

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

_____ Please put the test in my mailbox.

Instructors Signature: _____