



# University Assessment and Testing

<b>Testing Center Use Only:</b>
Exam Date: _____
Time Student Started: _____
Time Student Finished: _____

## Instructions for Special Exam Administrations (Make-up Exams)

**INSTRUCTOR:** In order to have this exam proctored to your specifications, please complete the following information after visiting with the student and return this form with the exam to the Testing Center. Direct any questions to 744-5958.

Student's Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor's Phone: \_\_\_\_\_ Department Phone: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Prefix/Number: \_\_\_\_\_

Scheduled Exam Date: \_\_\_\_\_ Is exam date flexible? \_\_\_ Yes \_\_\_ No

Scheduled Exam Time: \_\_\_\_\_ Is starting time flexible? \_\_\_ Yes \_\_\_ No

Total regular class time allowed for exam? \_\_\_\_\_ Hour(s) and \_\_\_\_\_ Minute(s)

**NOTE: Testing must begin early enough to be completed by 4:45 p.m.**

Testing provisions allowed by instructor (indicate correct choice for each item):

Notes? \_\_\_ Y \_\_\_ N    Extra Paper? \_\_\_ Y \_\_\_ N    Calculator? \_\_\_ Y \_\_\_ N    Books? \_\_\_ Y \_\_\_ N

Additional Instructions:

How do you want the completed exam returned to you? Please check one.

\_\_\_\_\_ Please hold. I will pick up exam (must show photo ID).

\_\_\_\_\_ I have authorized \_\_\_\_\_ to pick up the exam (must show photo ID).

\_\_\_\_\_ Deliver the exam, at Testing Center convenience (within 48 hours), to \_\_\_\_\_ Bldg/Rm  
If no one is available, please deliver the exam to the Departmental office \_\_\_\_\_ Bldg/Rm.

**Note: If the exam is unable to be delivered to the instructor's office and no departmental office is provided it will be returned to the Testing Center and held for pick-up.**

*Note: If the student does take the exam or the instructor does not make arrangements for pick up or delivery of the completed exam, the Testing Center will shred the exam two weeks after the end of the semester.*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 5/2009