

The Learning Commons Make-up/Re-take Testing Form

Please complete one sheet per student and attach this form to the test/quiz and deliver to LC support staff. We would appreciate at least 24 hours' notice so we may plan for time/space in the Testing Center. No test will be administered without this form.

Testing Center hours are: Tuesday, Wednesday and Thursday 10am-1pm. Students should allow enough time to finish their test by 1pm. Students who come outside that time frame will be asked to return during the appropriate time.

Instructor: _____ **Drop-off Date:** _____

Email: _____ **Return Date:** _____

Course Number: _____

Student Name: _____ **Test Name:** _____

Date & Time when student plans to take the test in the Testing Center: _____

Please circle one or more of these approved tests:

Make-up or Re-take **Mid-term** **Final Exam (requires special accommodation)**

IMPORTANT!

- Please write specific testing information or guidelines for the Testing Center proctor.
- Students will not be allowed to leave the Testing Center once they begin, nor will they be allowed to return at a later date to complete the test.
- All students will be required to show a PHOTO ID before testing begins.
- Tests will not be held after one week.
- Tests will be returned to the instructor's mailbox.
- Students need to allow time to finish tests by 1pm.

TESTING INFORMATION/GUIDELINES			
	Yes	No	Comment
Time limit			
Textbook allowed			
Notes permitted			
Calculator			
Dictionary/Thesaurus			