

# Faculty Instruction Sheet For Make-Up Exams

(No Mid-Terms or Finals Exams Accepted)

Instructor's Name (please print) \_\_\_\_\_

Instructor's Phone \_\_\_\_\_ Instructor's Email \_\_\_\_\_

Course \_\_\_\_\_ Exam Name/Number \_\_\_\_\_

Time Limit \_\_\_\_hours\_\_\_\_minutes (Time allotted should not be longer than class time)

**Special Instructions for Administration:**

- Scantron \_\_\_\_\_       Calculators       Notebook Paper  
 Scratch Paper       Blue Book       Other \_\_\_\_\_

**Test Days**

Monday      1:30 p.m. – 6:00 p.m. (lab closes at 8 p.m.)

Wednesday      1:30 p.m. – 5:00 p.m. (lab closes at 7 p.m.)

Thursday      8:30 a.m. – 12:00 p.m.

(Note: Please contact the Test Center (ext.2025) if the student will not be able to test at the above test days & times)

Please indicate the scheduled date and time for each student to complete his/her test in the chart below. The student must report to the Testing Center at the time listed. If a student misses their testing time, they must reschedule with the instructor.

Student's Name	Test Scheduled		Test Administered		Student's Signature
	Date	Time	Date	Time	
1.					
2.					
3.					
4.					
5.					

Please sign and date at the time you pick up the test.

Instructor's Signature \_\_\_\_\_

Proctor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date Received in Testing Center \_\_\_\_\_ Initials \_\_\_\_\_

**Please note:** Test Center hours are subject to change. The Testing Center will close on regularly scheduled holidays, during campus registration, and at other times throughout the year for special activities. Students/faculty should call to verify daily and weekly hours before making a special trip to the campus.