**Date Received by Testing Center:**

**Start time:**

**End time:**

**Returned to Instructor:**

**Effective November 30th, 2021:** Instructors are responsible for proctoring make-up and retake exams for their students.

* After an instructor & student have ***exhausted all options*** for the instructor to proctor the make-up or retake exam, then Testing Services may assist. Make-up and retake exam proctoring is available **Monday and Thursday between 9:00am** – **6:00pm.**
* Students with a Disability Support Services *approved academic accommodation* may schedule their initial, make-up, or retake exam during the Testing Centers hours of operation, Monday – Friday.
* Submit the exam **at least 24 business hours before** the student’s appointment.
* Complete **one form per student per exam.**
* **One paper/pencil exam per student can be on file at a time at the Testing Center.**
* Students are responsible for scheduling their appointment and providing a valid photo ID.

Student Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Instructor Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Phone: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Course Prefix, Number, & Section: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Date Submitted: *\_\_\_\_\_\_\_\_\_\_\_\_* Exam must be taken by: *\_\_\_\_\_\_\_\_\_\_\_\_*

(Must be dated within 2 weeks of submission date. Exams marked “end of quarter” will be returned.)

TEST-TAKING INSTRUCTIONS: *(Check all that apply):*

Closed book test  Scratch paper allowed  No Calculator may be used

Open book test  Use Scan Sheet - *Specify which side*   Four Function Calculator

Notes may be used  Use 8 ½ Lined Paper  Standard/Scientific Calculator

Dictionary may be used  Graphing Calculator

TIME LIMIT FOR TEST: \_\_\_\_\_\_ Hrs. \_\_\_\_\_\_ Min.  No Time Limit

The student will be informed of the time limit and the testing time will be documented on the exam.

RETURN COMPLETED EXAMS TO INSTRUCTOR VIA INTERCAMPUS MAIL AT:

EVC - *\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*  SOC Connector - *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

FOC - *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  SOC Mahoney - *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

FRE - *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Other Location: - ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

DISPOSING OF UNTAKEN/PAST DUE EXAMS:  Shred  Return via Intercampus Mail

OTHER INSTRUCTIONS / COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-------

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OTHER INSTRUCTIONS / COMMENTS (continued): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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