**Make-Up Testing Request Form**

*Instructors should advise students to* ***make an appointment*** *to complete their test during the hours listed below. Appointments can be made by emailing* ***testing@donnelly.edu****.*

*Instructors attach the completed form to the test and place in the box on the Testing Center door.*

**Testing Center Hours (Spring 2023)**

Monday: 9:00 a.m. – 12:00 p.m.

Tuesday: 1:00 p.m. – 4:00 p.m.

Wednesday: 9:00 a.m. – 12:00 p.m.

Thursday: 1:00 p.m. – 4:00 p.m.

Friday: 9:00 a.m. – 12:00 p.m.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date range allowed for student to take the test:

Beginning date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions for Proctoring the Test**

Time limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May write on test \_\_\_\_ Yes \_\_\_ No

May use notes \_\_\_\_ Yes \_\_\_ No

May use textbook \_\_\_\_ Yes \_\_\_ No

May use calculator \_\_\_\_ Yes \_\_\_ No

Accommodations or special instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Routing of Completed Test**

\_\_\_\_\_ Hold in Testing Center \_\_\_\_\_ Put in mailbox \_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_