**Make-Up Testing Request Form**

*Students may come to the Testing Center (117) during the hours below to complete their test.*

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

**Testing Center Hours**

Monday: 1:00pm – 4:00pm

Tuesday: 9:00am – 12:00pm

Wednesday: 1:00pm – 4:00pm

Thursday: 9:00am – 12:00pm

Friday: 9:00am – 12:00pm

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_