**Make-Up Testing Request Form**

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

Date range allowed for student to take the test:

Beginning date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last date allowed to test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Students are responsible for scheduling their make-up test. Please contact Dr. Mary Pflanz at 913-621-8764 or mail at*** ***mpflanz@donnelly.edu******. You may also make an appointment in person in Suite 114. Testing during evening or other hours may be arranged in advance.***

**Testing Center Hours**

Monday – 9:00am-12:00pm

Tuesday – 1:00pm-4:00pm

Wednesday – 9:00am-12:00pm

Thursday – 1:00pm-4:00pm

Friday – 9:00am- 12:00pm

**Directions for Monitoring 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_