

## Make Up Testing Center, Instructors Room BFL- 213, Spring 2018

**For Instructors - Please provide and print information requested and submit with your exam.**

Center Hours for Spring 2018: February 5 through May 25, 2018

MON: 4:30 PM-8:30 PM / TUES: 5:30 PM-8:30 PM / WED: 4:30 PM- 8:30 PM / THUR: 4:30 PM- 8:30 PM/FRI 11:00 AM-3:00 PM

<b>Instructor's Name</b>	<b>Submission date:</b>  <i>The Exam Center cannot make copies nor receive exams through email.</i>
<b>Instructor Email:</b>	<b>Last Day Exam can be taken or Exam Date:</b>
<b>Course and Section No.</b>	<i>Any extensions beyond this date, instructor will need to notify Center in writing.</i>
<b>Quiz/Exam # or Title:</b>	<b>Amount of time Allowed:</b>
	<b>Is Exam a replacement?</b> Y    N
<b>Allow or Required (Please circle and/or specify):</b> Scientific Calculator                  Graphing calculator                  Blue book                  Scantron (specify #) _____  <u>Tables?</u> Y                  N <i>(please specify below)</i> <u>Dictionary Allowed?(translation dictionary only, non-electronic):</u> Y    N  <u>Notes Allowed?</u> Y                  N <u>Homework allowed?</u> Y    N <u>Note Card [size]</u> Y    N _____  Specify other: _____	
<b>Other Instructions:</b>	<b>Preferred method of return of tests: (circle one)</b>  Campus mail (default)                  Instructor pick-up at center <i>(only when open)</i>  IF FINAL EXAM: Date Returned _____ <i>(If exam is to be mailed, provide self-addressed, stamped envelope)</i>
<b>Student Names</b>	
1.	4.
2.	5.
3.	6.
Attached another sheet with student's name if necessary.	