

Make Up Testing Center, Instructors Room BFL- 213, FALL 2017

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

Center Hours for Fall 2017 Semester, September 5 to December 8, 2017

Tuesday: 5:30 pm – 8:30pm/ Wed: 3:30 pm - 8:30 pm/ Thursday: 3:30pm - 7:30 pm.

Instructor's Name	Submission date: <i>The Exam Center cannot make copies nor receive exams through email.</i>
Instructor Email:	Last Day Exam can be taken or Exam Date:
Course and Section No.	<i>Any extensions beyond this date, instructor will need to notify Center in writing.</i>
Quiz/Exam # or Title:	Amount of time Allowed:
	Is Exam a replacement? Y N
Allow or Required (Please circle and/or specify): 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: _____	
Other Instructions:	Preferred method of return of tests: (circle one) 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>
Student Names	
1.	4.
2.	5.
3.	6.
Attached another sheet with student's name if necessary.	