

Request for Make Up Exam

This form is to be completed for each student by the faculty in the course requesting arrangements for make-up exams. **Please notify the Student Success Center using the Outlook Calendar by 1400 the day before the time requested for testing so arrangements can be made for an exam proctor.** Write the students' names on each exam and attach this request to the exams that are to be monitored. Seal the request and exams in an envelope and place the envelope in the **Student Success Center** mailbox in the mail room at least two hours prior to the exam.

Instructions for Using the Outlook Calendar to Schedule an Exam: In the Outlook Calendar, select: Open a Shared Calendar on the left side. Type in: BCBS and select Testing Center Resource. Schedule the exam by creating an appointment. The testing center staff will then cover the time with a proctor. 24-48 hour notice is preferred.

Student Name (please print) _____

Course _____

Testing Center Scheduled Test Date _____

Course Faculty _____

Testing Center Scheduled Test Time _____

Course Faculty Phone _____
 (Number you are available at in the event of a question.)

Proctor _____

Room _____

I will stop by room _____ at approximately ____:____
 to answer any student questions.

Brenda - 402-481-8692 Sheri - 402-481-8782

Instructions for Testing Center

Make Up Exam

____ Paper/Pencil Exam

____ Scantron Form

____ Computer Exam Password: _____

____ Time Limit _____

____ Open Book

____ Calculator (provided by Testing Center)

____ Notes Allowed

____ Scratch Paper (provided by Testing Center)

____ English Dictionary (provided by Testing Center)

____ Other _____

Office Use Only

Date/Time

Initials

Test Start Time _____

Test Stop Time _____

Proctors:

- ✓ Place your phone on silent
- ✓ Check Student Id's
- ✓ Do Not answer questions
- ✓ Collect all scratch paper and return to instructor
- ✓ Return this form to Sheri Paneitz