

Instructor's Name _____ Course _____

Instructor's contact number (in case of questions) _____

Last date and time student may take this test _____ by _____ am/pm

Timed: Yes No If yes, How Long _____

Mark items permitted: Notes Books Calculator
Computer Cell Phone

Accessibility Services Approved Accommodations:

LDE* Scribe Reader Other** _____

Special Instructions:

Student's Name:

I acknowledge that I have read the instructions and I have received this test in a "sealed" condition.

Student's Signature

Date: _____

Faculty Make-up Test Procedures:

1. Fill out the above information requested.
2. Insert each individual test into a separate envelope.
3. Place a sticker/label over the flap in the back to seal the envelope.
Please do not moisten the envelope flap (we recycle).
4. Date stamp the exam and place it in the test file cabinet in the instructor's folder (be sure to check the stamp for the correct date).

Date Received:

Any accommodation for extended time must be included in the allotted test time.

This test will be kept in the instructor's folder in the locked Make-Up Test File Cabinet. When you return to collect the completed test, it will have a new seal with the student's signature indicating the test was sealed before given to the proctor. The proctor's signature will also be on this seal.

If there are reasonable special instructions on what to do when the test is completed, please indicate in the box under special instructions. If you request the student to return the exam to you, your request absolves The Teaching and Learning Center from issues of academic honesty.



BGSU Firelands

Teaching & Learning Center