

Make Up Testing Form

Make Up Testing Guidelines

1

PLEASE NOTE:

You and/or your staff are responsible for delivering and picking up tests. There is NO EMAILING, FAXING, COPYING OR INTER-OFFICE MAILING of exams due to confidentiality

2

Please do not ask students to make an appointment. Make up testing is done on a walk in basis.

TESTING SCHEDULE:

**Monday thru Friday
8:00AM-4:45PM**

All testing must be completed by 4:45PM

3

Make up testing is for extenuating circumstances only. Space is limited to 6 exams per instructor.

4

Student names must be provided when dropping exams off. "Extra" exams will not be accepted. Students will be asked to show proper ID prior to testing.

5

Electronics of any kind are not allowed in the testing labs. The use of personal computers, tablets, cell phones, ect, to access e-books or online material is strictly prohibited

Professor's Name _____

Date & Time Submitted _____

Contact Number / Email _____

College/Department _____

Course Name _____

Exam Name & Number _____

Contact Info:

Testing & Evaluation
Boca Raton Campus
SU 80, Room 210
Phone: 561.297.3160
Email: faustesting@fau.edu
Website: www.fau.edu/testing

CHECK ALL THAT APPLY

<input type="checkbox"/> Use Blue NCS Pearson Answer Sheet—Form# 4521 (Testing Office Can Scan)	<input type="checkbox"/> Use Small Green Answer Sheet—Form #882 ES (Testing Office Cannot Scan)
<input type="checkbox"/> Calculator Allowed	<input type="checkbox"/> Scratch Paper Allowed
<input type="checkbox"/> May write on test	<input type="checkbox"/> Use Blue Book
<input type="checkbox"/> Notes Allowed *One page only front & back	<input type="checkbox"/> Formula Sheet Allowed
<input type="checkbox"/> May Use Book / Title *Only 1 book allowed	_____
<input type="checkbox"/> Other (Please Specify)	_____ _____

Test may be taken through: _____

Date

Time Allowed: _____

*Must be at least 30 Minutes

STUDENT INFORMATION

Student Name(s):	Date Picked Up	Picked Up By (Please Print)

LIST PERSON(S) AUTHORIZED TO PICK UP EXAMS

Must show proper ID for pick up
