

MAKEUP TEST REQUEST FORM (Instructor use only)

Students may be unable to take a test/exam at the scheduled class time because of an illness or other extenuating circumstances.

In these cases, an instructor may request Testing & Assessment Services (TAS) to proctor.

Please complete this form and submit it to TAS via email or in person.

1. TAS personnel will review the request and respond by email within one business day.
2. If approved, TAS will only be responsible for administering and collecting exams.
3. Provide a copy of the exams to TAS in person or via email.

Please note: TAS cannot be used to administer multiple versions of an exam to a student or group of students, and TAS cannot administer an exam to an entire class.

Instructor Last Name

Instructor First Name

Date Request

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Preferred Method of Contact

Daytime/Campus Phone

Email Address

<input type="checkbox"/> Phone	<input type="checkbox"/> Email	
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Course and Exam Information

Course Title

Course No.

Section

Class No.

Test Date

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Name of Exam (e.g., Test 1, Midterm)

Time Limit for Test/Exam

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Reason for submitting this request:

Please provide special instructions for the exam. If this is left blank, *we will assume the exam is **OPEN book and notes with unlimited time.***

<input type="checkbox"/> Closed book/notes	<input type="checkbox"/> No. of pages
<input type="checkbox"/> Open books	<input type="checkbox"/> Electronic notes
<input type="checkbox"/> Open notes	<input type="checkbox"/> Calculator (specify type)

Exam Returns: (If you would like the original exam returned to you in another format, please specify here and provide a valid address)

<input type="checkbox"/> Campus mailbox #:	<input type="checkbox"/> Pick up:
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Student Name: _____

ctcLink # _____

For Edmonds College Faculty Only

PLEASE INFORM YOUR STUDENTS TO BRING PICTURE ID. WE WILL NOT TEST ANYONE WITHOUT PICTURE ID.

Contact Testing & Assessment Services – Mountlake Terrace Hall – MLT 152