



Testing Center Make-Up Test Request Form

One week advance notice is required for arranging accommodations for a make-up test date. Make-up tests are not administered during final exam week.

STUDENT INFORMATION

First Name		Last Name		Banner ID Number
Home Phone Number	Cell Phone Number		Email Address	

TEST INFORMATION

Course Title		Instructor Name		
Date of Test	Time	Day of Week		
Date of Make-Up Test	Time	Day of Week		

SERVICES NEEDED

Please complete all that apply.

Access to computer and printer (please describe):

Other (please describe):

Has your instructor approved of this alternate exam time and are they aware that the exam needs to be dropped off one day prior to the exam date?

Yes No

COMPLETED BY

Student Signature	Date
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