

Instructor Exam and Make-Up Exam Form

*Please fill out ENTIRE form and bring with exams to the testing center.
It is the instructor's responsibility to make the Testing Center aware of accommodations.*

Instructor's Name: _____ Contact # or Ext: _____

Course Name & Number: _____ Exam Title/#: _____

Student(s) to take exam: _____ Number of Exams Delivered: _____

	Student	Accommodations or Special Instructions
1		
2		
3		
4		
5		
6		

Instructions

Exam Deadline: _____

Designated test time? If yes: _____ (Please be aware we close from 1:15-2:15 for lunch.)

Time allowed for test (Please include additional time if student has accommodations) : _____

May the student mark on the exam? Yes No

Student should use: Scantron Blue Book
 Scantron w/ Essay Other: _____
 Scratch paper (all paperwork will be attached to the exam)

The student MAY use: NONE ALL or ONLY the marked items listed below

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Notes | <input type="checkbox"/> Calculator – type below |
| <input type="checkbox"/> Books | <input type="checkbox"/> any |
| <input type="checkbox"/> Handouts | <input type="checkbox"/> basic |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Non-programmable |
| | <input type="checkbox"/> graphing |
| | <input type="checkbox"/> non-graphing |

Completed exams WILL be:

- Return by interoffice mail to box _____
 - Sugar land @UH Systems
 - Richmond Fort Bend Technical Center
 - Wharton Main Campus
- Collected from the Testing Center

Testing Center Use Only:	
Received by: _____	Date: _____
Released by: _____	Date: _____

Signature of Instructor dropping off exams: _____

Date dropped off: _____ Date picked up: _____