WESTERN PIEDMONT COMMUNITY COLLEGE

MAKE-UP TEST COVER SHEET

Academic Success Center
Testing Center-Phifer Hall

Please attach this form to every make-up exam submitted to the Academic Success Center Testing Center. A form must be attached to each individual make-up exam.

All exams must begin before: 6:00 pm Monday – Thursday.

If a student has multiple tests, the ASC will administer the oldest test first, unless otherwise stated by the Instructor.

Student: _____

Course: _____Exam #: _____ Time Allotted:_____

2 hr. max.

Instructor: _____ Office/Day Phone: _____

Email:_____ Cell Phone:_____

Test Window (Date and Time):
Start the exam no earlier than: _____, End the exam no later than_____

Testing Method: (Mark all that apply)

☐ **Paper** ☐ **Moodle (passcode)_____** ☐ **Computer**

☐**Other_____**

Materials/Aides Allowed: (Mark all that apply)

☐ **Book/e-book** ☐ **Notes** ☐ **Study Guides** ☐ **Scratch Paper**

☐ **Calculator (any type)** ☐ **DESMOS** ☐ **Stat Crunch** ☐ **Formulas/Tables**

☐ **Other_____**

Special Instructions: _____

_____

Testing Center Use
Exam Date: _____
Locker Assigned: _____
Testing Station: _____
Begin: _____ End: _____