Instructions for Make-up Exams Proctored by the Georgia State University Testing Office

Student: ____________________________________________

Course Prefix/Number _____________________________________

Instructor: _________________________________________________

Instructor’s phone/e-mail address: ________________________________

Exam must be taken between ___/___/20__ and ___/___/20__

Time allowed: _______hours: _______minutes

Answers are to be written on: ____ exam form
____ scannable answer sheet (supplied by instructor)
____ blue book (supplied by student)

Are any materials allowed in addition to the exam, answer form/sheet and writing implements?
____ No ____ Yes

If yes, indicate which of the following is permitted:

Books: specify text, reference, etc. ____________________________
____ Dictionary
____ Notes
____ Calculator
____ Scratch paper
____ Other: __________________________________________________________

Additional instructions:
______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

TESTING OFFICE USE ONLY:

Time allowed: ________

END: _________ BEGIN: _________

ID: __________________________

Tested on: Date ________________ Time __________________

Testing Office Staff ________________________________________
Guidelines for Make-up Exams proctored by the Georgia State University Testing Office:

The make-up testing program is designed to provide instructors testing services for students who are absent on test days.

Testing staff will be responsible for maintaining security of exam materials, setting appointment times with students, checking student ID, administering exams according to the guidelines established by the instructor, and notifying instructors when the exam has been taken.

Make-up exams are administered during regular hours of the Testing Office:

Monday – Friday: 9:00 - 5:15 p.m.

Instructors provide examinations in hard copy format, along with completed “Instructions for Georgia State University Testing Office Proctored Test” form(s), to the Testing Office located in Suite 200A, Counseling and Testing Center, 75 Piedmont Ave NE.

Although instructors establish deadlines and other test conditions, students are responsible for making appointments to take their exams, and should call Frances Wood at 404-413-1738 for scheduling an appointment. Ordinarily, appointments will not be made until the Testing Office has the test copy and instruction form in hand. The Testing Office staff will adhere to the instructions and limitations that instructors establish, and will consult with instructors for clarification should any dispute concerning testing instructions arise. For security purposes, make-up exams and scantrons are dropped off and picked up in person and may not be delivered via interoffice mail.

Thank you for your cooperation in providing this service to the faculty and students of Georgia State University.

*Testing Office Staff*