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 contact Anastasia Volokhova for scheduling an appointment via email through atltest@gsu.edu; please put “Make-Up Exam” in the subject line. All messages will be responded to as soon as we can and in the order received.

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