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 Monday through Friday by appointment only.

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 the Testing Center 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