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__

***PLEASE NOTE: IT IS EXPECTED THAT STUDENTS WHO TEST POSITIVE FOR COVID ISOLATE FOR 5 DAYS PER CDC GUIDANCE***

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. Please note that we cannot guarantee availability. While every effort is made to accommodate requests, if we do not have open seats or an available proctor during the exam window you need, we will be, unfortunately, unable to assist with proctoring your student.

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