



Make-up Exam Instructions

Proctored by the Georgia State University Testing Office

Student Name _____

Course Prefix/Number _____

Instructor _____

Instructor's Phone # / email _____

Exam Must be taken between		Month	Day	Year
	First Date			
	Last Date			

*** PLEASE NOTE: IT IS EXPECTED THAT STUDENTS WHO TEST POSITIVE FOR COVID TO TEST AFTER THEY HAVE RECOVERED ***

Time allowed: _____ hours : _____ minutes

Exam Type: Paper Computer

For paper tests, answers are to be written on: exam form

scannable answer sheet (supplied by instructor)

blue book (supplied by student)

For computer exams, what password will be used by the proctor to launch the exam?

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: _____

Tested on: Date Time _____

ID: _____

TESTING STAFF: _____



Guidelines for requesting Make-up Exams to be proctored by the Georgia State University Testing Office:

The make-up testing program is designed to provide instructors with 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. Our ability to offer proctoring services for make-up exams is dependent on our schedule and available seats and proctors. While every effort is made to accommodate requests, please understand that circumstances and prior commitments may make it impossible to offer this service in a limited time frame.

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