Please provide this form and a copy of your test for each student listed below to the Psychology Main Office 48hrs before the Make-up Exam. A separate information sheet should be used for each make-up testing time.

Please indicate under "Other Instructions" if students are able to use books, calculators or other materials during the test. Alexandra DeBusschere, Sara Salavati, Adam Turner, and Eric Eyolfson will serve as the proctors and the test location is Admin 155A. The proctor(s) will request student photo identification and have the student(s) sign this form, which will be returned to you along with the test(s).

1. Make-up Exam Date ________________________ *
   *Effective: September 23-December 13, 2019
   **NO EXAMS: October 14, November 11-15

2. Circle the day and exam time:
   Monday: 10:30-12:00pm or 1:00-2:30pm
   Tuesday: 10:30-12:00pm or 2:30-4:00pm
   Wednesday: 9:00-10:30am or 10:30-12:00pm
   Thursday: 12:00-1:30pm or 1:30-3:00pm
   Friday: 9:30-11:00am or 1:30-3:00pm

3. Test Duration
   ___ 50 minute test  ___ 75 minute test  Other time limit (specify) ___________ (max 3 hr)
   For tests longer than 90 minutes, please see main office.

NOTE: Students arriving more than 10 minutes after the start time WILL NOT BE ALLOWED TO WRITE!

Instructor Name: ________________________ Course: PSYC ______ Section _____
Student Name(s): ________________________ Student’s Signature (Required at attendance)
   1. ________________________ ☐
   2. ________________________ ☐
   3. ________________________ ☐
   4. ________________________ ☐

Please check the box next to the student's name if they provided documentation for their deferred midterm

Test Materials
___ Supply IBM Answer Sheet
___ Supply Essay Answer Booklet(s)
___ Other ________________________

Test Questions
___ Collect and return exam questions
___ Allow students to keep exam questions
___ Return completed tests to instructor's mailbox or ________________________

Other Instruction: (E.g., question corrections; calculators, statistical tables, books or notes allowed; etc.)

Proctor's Comments

__________________________
__________________________