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. Kelsey Cnudde, Andrew Kim, and Chelsie Hart 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: January 28-April 26, 2019
   **NO EXAMS: February 17-23, Apr 19

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

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’s Signature (Required at attendance)

   Student Name(s):
   1. ____________________________
   2. ____________________________
   3. ____________________________
   4. ____________________________

   Please check the box next to the students 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