

Academic Center

(University Center, room 122 • <http://www.uhv.edu/ac>)

Makeup Exam Referral Form

Instructor: _____

Course: _____

Student: _____

Date by which student must take exam: _____

(If exam is not taken on or by this date, exam materials will be returned to instructor.)

Student will have _____ hours/minutes (up to 3 hours max) to complete the exam.

Examination materials provided to Academic Center:

_____ exam

_____ answer sheet

_____ scantron

Resources that the student may take into the testing room:

_____ none

_____ notes

_____ four-function calculator

_____ multi-function calculator

_____ dictionary

_____ thesaurus

_____ laptop computer

_____ books

_____ other (please specify) _____

Special instructions for administering exam:

Special accommodations needed (as verified by the Office of Student Relations):

How should we return the exam to you?

_____ interoffice mail

_____ send me an email and I'll pick it up

email address: _____

_____ regular mail