

# Academic Center

(University West, Suite 129 ● <http://www.uhv.edu/ac>)

## Make-up/Alternative Exam Referral Form

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Student: \_\_\_\_\_

Date by which student must complete exam: \_\_\_\_\_, 20\_\_.

**OR**

Date window: \_\_\_\_\_ to \_\_\_\_\_, 20\_\_.

(If exam is not taken by or within the specified test window, exam materials will be returned to the instructor.)

Student will have \_\_\_\_\_ hours/minutes to complete the exam.

(See special instructions below for ADA special accommodations.)

Exam will be provided to the Academic Center via:

email \_\_\_\_\_

interoffice mail \_\_\_\_\_

hand delivery \_\_\_\_\_

computer /Web CT/internet \_\_\_\_\_

Resources that the student may take into the testing room:

\_\_\_\_\_ NONE

\_\_\_\_\_ Notes

\_\_\_\_\_ calculator

\_\_\_\_\_ scientific or graphing calculator

\_\_\_\_\_ books

\_\_\_\_\_ dictionary/thesaurus

\_\_\_\_\_ other (please specify) \_\_\_\_\_

Special Instructions for administering exam:

Special accommodations needed (as verified by the office of Student Success and Enrollment Mgmt.).

How should we return the exam to you?

\_\_\_\_\_ Interoffice mail

\_\_\_\_\_ I'll pick it up

\_\_\_\_\_ Regular mail to: \_\_\_\_\_

\_\_\_\_\_ Please scan and email. Shred\_\_\_/mail\_\_\_ original.

\_\_\_\_\_

\_\_\_\_\_ Urgent: please hand deliver as soon as exam is completed. My office is room # \_\_\_\_\_.