Testing Procedures

Make-Up and/or Accessibility Exams

In order to accommodate students and faculty for Make-up Exams and Accessibility exams the following guidelines must be adhered to:

1. Contact the Testing Center staff at 765-455-9395, or in room KO280, to make appropriate arrangements. The Testing Center is open from 8am to 5pm. Other hours are provided as requested.

2. Complete the attached instruction form and deliver to the Testing Center 48 hours prior to testing for any make-up exams and at least 72 hours prior to testing for accessibility exams.

3. Please make sure to fill the attached form out completely to make sure the Testing Center Staff is able to accommodate the needs of the students.

4. Deliver tests to room KO 280 at least two hours prior to testing or make special arrangements with the Testing Center staff for delivery of tests.

5. Tester must provide a photo ID. No food or drink is allowed in the testing area. Lockers will be provided for books, bags, cell phones, coats, etc.

6. After the test is over, instructors may pick up test(s) from Room KO 280 by the end of the day or make special arrangements with the Testing Center staff to have tests sent by campus mail.

7. The Testing Center staff will try to meet your needs.

8. Exams needed past 5 pm must have 48 hours’ notice for staffing purposes.
TESTING FORM

☐ Make-Up Exam  ☐ Accessibility Exam

Please Print

Date of Exam in Center: __________ Date Form Submitted: __________

Exam Start Time: ________________ Exam End Time: ________________

Total Time Allowed for Exam: ________________________________

Student Name: ____________________________________________

Instructor’s Name: ___________________ Class __________________

Check all items student is allowed to use:

__ Calculator  __ Pencil  __ Laptop/Computer
__ Nursing Calculator  __ Books  __ Notes
__ Other ________________________________

Special Accommodations:

__ Scribe  __ Additional Time  __ Quiet Room

If there is a problem during the exam, how can the Testing Center staff reach the instructor?

__________________________________________________________________________

Exam has been scheduled_____ Student will be calling to schedule exam____

Exams will be picked up _____ Exam placed in campus mail Room # ______

Signature of Instructor ________________________________________________

Return this form to The Testing Center, KO 280, Prior to Testing