



# Make-Up Test Instruction Form

**MAKE-UP TESTS MUST BE SUBMITTED 2 BUSINESS DAYS IN ADVANCE**  
**\$25.00 MAKE-UP FEE APPLIES**

CAMPUS	SOUTH CAMPUS	DOWNTOWN CAMPUS	CHATHAM CAMPUS
Make up test times	Monday to Friday 3:00 pm - 9:00 pm	by appointment only	Monday to Friday 8:00 am – 4:00 pm
Test Submission options	<a href="mailto:southtesting@stclaircollege.ca">southtesting@stclaircollege.ca</a> Rm A2110	<a href="mailto:downtowntesting@stclaircollege.ca">downtowntesting@stclaircollege.ca</a> Rm R1011	<a href="mailto:chathamtesting@stclaircollege.ca">chathamtesting@stclaircollege.ca</a> Room 133

**Make-up tests for Accommodated Students must be submitted on the form provided to you via email from Student Services.**

TO BE FILLED OUT BY INSTRUCTOR	Student's LAST Name:		Student's FIRST Name:		Student Number:		Course Code:	
	ORIGINAL TEST DATE:							
	DATE Test to be written:			TIME Test to be written:			LENGTH OF TIME:	
	ANSWER SHEET required? AKINDI <input type="checkbox"/> (must be supplied by faculty) or SCANTRON <input type="checkbox"/>						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	CALCULATORS allowed?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	OPEN BOOK test? <input type="checkbox"/> (TEXTBOOK only) <input type="checkbox"/> (NOTES only) <input type="checkbox"/> (TEXT & NOTES)						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	DICTIONARY allowed?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	OUTSIDE SOURCES allowed? (INTERNET/ONLINE SOURCES)						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	BATHROOM breaks?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	FORMULA SHEET allowed?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	COMPUTER required? NAME of SOFTWARE required:						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	ON-LINE test? Does the student submit solely on-line with no need to submit a hard copy test? If yes, any physical materials provided will be shredded. There will be no need to pick up/sign for test.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	2-PART TEST? Is there an online and written portion of the test?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	SPECIAL INSTRUCTIONS?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
	We need the following information in case we need to contact you for clarification of questions (will not be shared with students):							
Classroom Number:			Classroom Extension:			Cellphone:		
Faculty Name:								
Faculty Signature:			Date:					

FOR OFFICE USE	Date:		TIME:	Started:	Allotment:	Completed:	
	Room #:	Seat #:					
	Student Signature:		X				
	Test Proctored By:		<input type="checkbox"/> Checked Photo ID		Make-up fee status: <input type="checkbox"/> Waived <input type="checkbox"/> Paid		
	Proctor's Notes:						
	Confirmation of Test Pick-Up (By Faculty)						
	Instructor's Signature:		Date:				