



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	SCCCA 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	southproctor@stclaircollege.ca Room 206	downtownproctor@stclaircollege.ca Room 127	thamesproctor@stclaircollege.ca 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:			