

Guidelines for make-up exams proctored by the GSU Testing Office

The make-up testing program is designed to provide instructors testing services for students who are absent on test days. Testing staff will be responsible for:

- maintaining security of exam materials,
- setting appointment times with students,
- checking student ID,
- administering exams according to the guidelines established by the instructor, and
- notifying instructors when the exam has been taken.

Make-up exams are administered during regular hours of the Testing Office: Monday through Friday, beginning at 9:00 AM, ending at 5:15 PM. Instructors provide examinations in hard copy format, along with completed "Instructions for GSU Testing Office Proctored Test" form(s), to the Testing Office located in Room 200A, Counseling & Testing Center, 75 Piedmont Ave NE.

Although instructors establish deadlines and other test conditions, students are responsible for making appointments to take their exams, and should call **Frances Wood at (404) 413-1738** for scheduling an appointment. Ordinarily, appointments will not be made until the Testing Office has the test copy and instruction form in hand. Testing Office staff will adhere to the instructions and limitations that instructors establish, and will consult with instructors for clarification should any dispute concerning testing instructions arise. For security purposes, make-up exams are dropped off and picked up in person – as are scantrons – and may not be delivered via interoffice mail.

Thank you for your cooperation in providing this service to the faculty and student s of Georgia State University.

Testing Office Staff

Instructions for Make-up Exams Proctored by the GSU
Testing Office

Student: _____

Course Prefix/Number _____

Instructor: _____

Instructor's phone/e-mail address:

Exam must be taken between ___/___/20__ and ___/___/20__

Time allowed: _____ hours: _____ minutes

Answers are to be written on:

- _____ exam form
- _____ scannable answer sheet (supplied by instructor)
- _____ blue book (supplied by student)

Are any materials allowed in addition to the exam, answer form/sheet and writing implements? _____ No _____ Yes

If yes, indicate which of the following is permitted:

- _____ Books: specify text, reference, etc. _____
- _____ Dictionary
- _____ Notes
- _____ Calculator
- _____ Scratch paper
- _____ Other: _____

Additional instructions: _____

TESTING OFFICE USE ONLY:

Time allowed: _____

END: _____

BEGIN: _____

ID: _____

Tested on: Date _____ Time _____

Testing Office Staff _____