



MAKEUP TEST INSTRUCTIONS

Date Submitted _____ / _____ / _____ Time Submitted _____ : _____ AM / PM

Professor's Name _____ Phone Number (____) _____

Professor's Email _____ TA Email _____

College _____ Department _____

Course Name & Number _____ Test Name & Number _____

Student Name(s) _____

PLEASE CHECK ALL BOXES THAT APPLY:

- Use Blue NCS Pearson/Answer Sheet – **Form #4521** (Testing Office CAN scan)
- Use Small Green Scantron/Answer Sheet – Form #882-ES (Testing Office CANNOT scan)
- Use a Blue Book May Write on Test Notes Allowed
- Calculator Allowed Formula Sheet Allowed Scratch Paper Allowed
- May Use Book(s) Title(s)

- Other (Please Specify)

Time Allowed _____ Test may be taken through _____
(Must be AT LEAST 30 minutes) (Date)

PLEASE NOTE:

- 1) You and/or your staff are responsible for delivering and picking up tests (There is NO FAXING, E-MAILING, OR MAILING of test due to confidentiality).
- 2) Please do not ask students to call to make an appointment. Testing is on a walk-in basis.
- 3) All test-takers must provide photo identification in order to take their test.

4) **Testing Schedules:**

Start Time: Mondays thru Fridays 8:00 a.m.
End Time: Mondays thru Fridays 4:30 pm

- 5) Periodically, Make-Up tests services are unavailable. Please refer to the website or contact the office of Testing & Evaluation for more information.

Testing and Evaluation
Student Support Services Building (SU 80), Room 210
(Tel) 561-297-3160 (Fax) 561-297-0170
Email testandeval@fau.edu
www.fau.edu/testing