 **Department of Psychology Make-Up Test Information Sheet: Winter 2023**

Please provide this form and a copy of your test for each student listed below to the Psychology Mailroom (grey cabinet) **48hrs** before the Make-up Exam. A separate information sheet should be used for each make-up testing time.

Please indicate under "Other Instructions" if students are able to use books, calculators or other materials during the test, **the test location is Admin 155A.** The proctor(s) will request student photo identification and have the student(s) sign this form, which will be returned to you along with the test(s).

### 1. Make-up Exam Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* \*Effective until Wednesday, April 12, 2023

### \*\*NO MAKEUP EXAMS: February 19th to 25th or April 7th to 10th 2. Circle the day and exam time:

### Monday: 12:00pm – 1:30pm OR 1:30pm – 3:00pm

### Wednesday: 1:00pm – 2:30pm OR 2:30pm – 4:00pm

### Thursday: 12:00pm – 1:30pm OR 1:30pm – 3:00pm OR 3:30pm – 5:00pm OR 5:00pm – 6:00pm

### 3. Test Duration

\_\_\_ 50 minute test \_\_\_ 75 minute test Other time limit (specify) \_\_\_\_\_\_\_\_\_\_\_ (max 3 hr)

For tests longer than 90 minutes, please see main office.

### NOTE: Students arriving more than 10 minutes after the start time WILL NOT BE ALLOWED TO WRITE!

**Instructor Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course:**  **PSYC**  \_\_\_\_\_\_\_ **Section** \_\_\_\_\_

**Student Name(s): Student’s Signature (Required at attendance)**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please check the box next to the students name if they provided documentation for their deferred midterm**

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| **Test Materials**  \_\_\_ Supply IBM Answer Sheet  \_\_\_ Supply Essay Answer Booklet(s)  \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Test Questions**  \_\_\_ Collect and return exam questions  \_\_\_ Allow students to keep exam questions  \_\_\_ Return completed tests to instructor's mailbox or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Other Instruction: (*E.g., question corrections; calculators, statistical tables, books or notes allowed; etc.*)**

**Proctor's Comments**