Department of Psychology Make-Up Test Information Sheet: Fall 2022

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, December 7, 2022

**NO EXAMS: October 10th or November 6th to 12th

2. Circle the day and exam time:
   Monday:       1:00pm – 2:30pm OR 2:30pm – 4:00pm
   Tuesday 1:00pm – 2:30pm OR 2:30pm – 4:00pm
   Wednesday:  9:00am – 10:30pm OR 2:30pm – 4:00pm
   Thursday:     1:00pm – 2:30pm OR 2:30pm – 4:00pm

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

   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