

## Ψ Department of Psychology Make-Up Test Information Sheet: Winter 2019

Please provide this form and a copy of your test for each student listed below to the Psychology Main Office **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. Kelsey Cnudde, Andrew Kim, and Chelsie Hart will serve as the proctors and **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).

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**1. Make-up Exam Date** \_\_\_\_\_ \*

\*Effective: January 28-April 26, 2019

**\*\*NO EXAMS: February 17-23, Apr 19**

**2. Circle the day and exam time:**

Monday: 10:30-12:00  
Tuesday 9:00-10:30 or 10:30-12:00  
Wednesday: 9:00-10:30 or 10:30-12:00  
Thursday: 12:00-1:30 or 1:30-3:00  
Friday: 9:30-11:00 or 1:30-3:00

**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**