



Make-Up Test Instruction Form

****Test submissions are required 2 business days in advance****

Make-up tests for Accommodated Students must be submitted on the form provided to you via email from Student Services.

	South Campus	SCCCA	Chatham
Make up test times	Monday to Friday 3:00 pm - 9:30 pm	by appointment only	by appointment only
Test Submission options	southproctor@stclaircollege.ca	downtownproctor@stclaircollege.ca	thamesproctor@stclaircollege.ca

TO BE FILLED OUT BY INSTRUCTOR	Student's <u>LAST</u> Name:	Student's <u>FIRST</u> Name:	Student Number:	Course Code:
	ORIGINAL test date	DATE Make-up Test <u>to be written</u> :	TIME Make-up Test to be written:	LENGTH OF TIME CLASS received to do original test:
	SCANTRON required?			Yes No
	CALCULATORS allowed?			Yes No
	OPEN BOOK test? <input type="checkbox"/> (TEXTBOOK only) <input type="checkbox"/> (NOTES only) <input type="checkbox"/> (TEXT & NOTES)			Yes No
	DICTIONARY allowed?			Yes No
	OUTSIDE SOURCES allowed? (INTERNET/ONLINE SOURCES)			Yes No
	BATHROOM breaks?			Yes No
	FORMULA SHEET allowed?			Yes No
	COMPUTER required? NAME of SOFTWARE required:			Yes No
	Does the student submit SOLELY on-line with no need to submit a hard copy test ? If yes, any physical materials provided will be shredded. There will be no need to pick up/sign for test.			Yes No
	SPECIAL INSTRUCTIONS?			
	Where can you be reached if we need to contact you for clarification of questions?			
	Classroom Number:		Classroom Extension:	(optional) Cellphone:
	Faculty Name:			
Faculty Signature:		Date:		

FOR OFFICE USE	Date:	TIME:	Started:	Allotment:	Completed:	
	Seat #: _____		<input type="checkbox"/> Checked Photo ID			
	Student Signature:	X				
	Test Proctored By:					
	Proctor's Notes:					
	Confirmation of Test Pick-Up (By Faculty)					
	Instructor's Signature:		Date:			