**FLORIDA SOUTHWESTERN STATE COLLEGE**

**CHARLOTTE CAMPUS**

**FACULTY MAKE-UP TESTING REQUEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructor**: |  |  | **Date**: |  |
| **Course Name**: |  |  | **Course Number**: |  |
| **Student Name:** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Final Date for Student to Test** | **Maximum Time Allowed** |
|  | *Testing Center will not test after this date without direct instructor permission.* | *Is the exam timed?* |

|  |  |  |
| --- | --- | --- |
| **Instructions** | **Option** | **Additional Comments** |
| May the student write on the test? |  **Yes No** **N/A** |  |
| Is scratch paper allowed? |  **Yes No** |  |
| May the student leave the testing room during the test? |  **Yes No** |  |
| Is a calculator allowed? |  **Yes No** | What type? |
| Instructor supplied answer sheet? |  **Yes No** |  |
| Math/Statistics table? |  **Yes No** |  |
| Open notes? |  **Yes No** |  |
| Open book? |  **Yes No** |  |
| Periodic Table? |  **Yes No** |  |
| Is the exam on the computer? |  **Yes No** | Password: |
| If the test is computer-based, is there a specific program required? |  **Yes No** **N/A** | Program: |
| Is the student eligible for ***Adaptive Service*** ***Accommodations***? |  **Yes No** **Not Sure** | Student ID number: |
| If the student is eligible for ***Adaptive Services Accommodations***, does the maximum time allowed include the extended time? |  **Yes No** **N/A** |  |
| Additional Instructions: |  |

**Professor Signature: Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

------------------------------ To Be Completed by FSW Testing Services Staff-------------------------------

Drop-off date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adaptive Services: \_\_\_\_\_\_\_\_\_\_ Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TESTING CENTER RULES AND STUDENT RESPONSIBILITIES**

**You must provide a valid Driver’s License, Student ID or Government issued ID upon entry to the testing area.**

**No food or drink is permitted in the testing area.**

**Cell phones must be turned off and placed in the red bag.**

**All personal items must also be placed in the red bag.**

**Reaching into the bag is considered evidence of cheating; please do not reach into it.**

**You must use the scrap paper provided by the Testing Center. All scrap paper must be turned in along with your test.**

**Absolutely no use of memory sticks is permitted for any reason.**

**Only notes or reference material approved by your professor on the reverse side of this form are permitted.**

**Only calculators approved by your professor on the reverse side of this form are permitted.**

**At the end of your test, gather your belongings and proceed to the Test Proctor.**

**Cheating or engaging in misconduct is strictly prohibited and will be reported to your professor.**

**I fully understand that security cameras are recording all activity in the testing area.**

**I fully understand that computers are being closely monitored by testing personnel.**

**Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rev 02.18.2014**