

# Make-up Test

## Testing Center/Academic Success Center/MPLS

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<b>Instructions</b>	<p>*Fill out this form completely, except for last box. Please print.          *Deliver/email test to Testing Center (ED 371) or drop in Testing Box in mail room/2<sup>nd</sup> floor          *Remind student that they must make an appointment to take their test at #651-690-7745.          *Testing Center hours are 9:00 am to 3:00 pm - Monday through Thursday.</p>														
<b>Student Information</b>	<p>Student Name:          Course:          Instructor:          Phone #:          Are you available to answer questions during the test (Yes or No):          If yes, at what number:</p>														
<b>Test Instructions</b>	<p>Date by which test must be taken:          Time Allowed <i>in class</i> for test:  <b>UNLIMITED TIME IS NOT AVAILABLE.</b>          On-line test (Yes or No):          If on-line, provide password:</p>														
<b>Materials</b>	<p>Materials the student may use. Place an X in front of all that apply.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 150px; padding: 2px;">Textbooks</td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 150px; padding: 2px;">Calculator</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 150px; padding: 2px;">Dictionary</td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 150px; padding: 2px;">Notes</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 150px; padding: 2px;">Charts/Tables</td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 150px; padding: 2px;">Computer</td> </tr> </table> <p>Other, describe:  <b>IF NOTHING IS NOTED, WE WILL ASSUME NO MATERIALS ARE ALLOWED.</b></p>				Textbooks		Calculator		Dictionary		Notes		Charts/Tables		Computer
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	Dictionary		Notes												
	Charts/Tables		Computer												
<b>Completed Test</b>	<p><input type="checkbox"/> Will pick up test                      <input type="checkbox"/> Slide under Office room #  <input type="checkbox"/> Put in Mailbox                              <input type="checkbox"/> Department secretary room #</p> <p>Instructor's Signature:</p>														
<b>Testing Center Staff</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Date Test Taken</td> <td style="width: 25%; padding: 5px;">Time allowed</td> <td style="width: 25%; padding: 5px;">Time test started</td> <td style="width: 25%; padding: 5px;">Time test must be completed</td> </tr> <tr> <td style="padding: 5px;">Room</td> <td style="padding: 5px;">Comments</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>			Date Test Taken	Time allowed	Time test started	Time test must be completed	Room	Comments						
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