

**Faculty:**

**Each Make Up test must be approved by you, the faculty, and the parameters will also be set by you using this form.**

You will need to use your SCU email.

Choose the **PDF file** if printing out a hard copy and filling in by hand.

Hard copies will also be available outside my office door, ED 371.

Choose the **RTF file** if filling out on the computer to return via email.

- Right click on RTF file and select download. Do not open first.
- Go to the place where the file was downloaded to open it.
- Open file, using Microsoft Word. Enable editing at top.
- Type in your information.
- Save and name it, using your initials or course title.
- Attach to an email and return to me.

Get the corresponding test to me on time.

If the test is online, be sure to open the test at the correct time.

**Link:**

<https://drive.google.com/drive/folders/0BxgQ3gvKWm3ibEh6Y1NSOGwwOU0?usp=sharing>

**Student:**

The student will be responsible for scheduling any Make Up test with the Testing Center, using the parameters set by faculty.

The student will need to show ID upon arrival at Testing Center.