

MAKE-UP TEST COVER SHEET

PAPER TESTS ONLY

Testing Services **can** accommodate any student who is unable to test in the classroom because of an **accident, illness, or other excused absence from class.**

Testing Services **cannot** accommodate entire classes without permission. Students must have their instructor's permission before scheduling a test date.

Computer-Based Make-Up Exam

Go to Northeast State's homepage, "Faculty/Staff", and then click "Northeast State's Forms." Select Testing Services "Schedule a Computer-Based Make-Up Exam."

Dates and Times are posted at Testing Center, C2106.

Proctoring is available most Mondays - Wednesday, 8:30 a.m. – 4:30 p.m. and Friday, 8:30 am – 12:00 (noon) but days and times subject to change.

Instructor's Name _____ Course _____

NeSCC Office Number/Day Phone _____ Cell Phone. _____

NeSCC Email _____

Hand deliver this form and the exam to the C2101 or C2106 in the General Studies Building, Blountville. Form and test may be placed in the drop box attached to the wall outside the Testing Center, C2106. Email testing@NortheastState.edu if exam(s) are placed in the drop box.

- Direct students C21010 or C2016 as the hours for Make-Up testing are posted on the door.** (No Appointment Necessary, Walk-In Only)
- An email will be sent to you once the student complete the test. Completed exams must be picked up in the Testing Center by the faculty member or an authorized representative.
- The testing staff will not be responsible for picking up or delivering exams.
- Unclaimed exams will be destroyed at the end of each semester.

COMPLETE ONE FORM PER STUDENT

Student's Name _____

(Student will be required to present a photo ID.)

Special Instructions:

Time Limit for paper tests: _____ (No longer than actual class time.)

Materials student is allowed to use on the test. (The student will only be allowed to use what is checked.)

Please check:

NO Materials OR Calculator Outside Websites Notes Textbook
 Other (please explain below) _____

For more information contact Counseling and Testing Services testing@NortheastState.edu, 423.354.3287 or extensions 3287.

To be completed by Testing Services:
Date Received _____ Date Tested _____