

**Palm Bay Learning Lab**  
**Make-up Test Administration Guidelines**

Student Name:

Course Number/Section

Instructor Name

Instructor Phone

Date

Instructor Cell Number

Test Deadline Date

Time Allow for Test

**On-Campus Instructors must pick up tests in person**

**\* Please note:** Please remind students that they must call the Learning Lab to schedule an appointment to take this make-up exam at least 24 hour in advance. On the day of the exam the student must present a government-issued photo ID. The name on the ID must match the name on this form. Also, remind students that there are limited spaces and times.

**Test Information**

**Testing Note:** If you need your students to have tangible materials for this exam, including but not limited to textbooks, dictionaries, charts, models, special or paper aides, ***you must provide them*** ahead of time and in person. ***Your students cannot bring in books, notes, or other materials.*** We provide blank scratch, graph, and lined paper, pencils, and calculators if needed. . Please call 321-433-5251 with questions.

**Please Check Items to be used or provided during the exam**

No Aids

Calculator

Scientific

Graphing

Programmable

Scratch paper

I would like the scratch paper scanned and returned

I will provide

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**Learning Lab Staff Only**

Test Date

Seat Assigned

Scratch Paper

Start Time

Required Stop Time

Actual Stop Time

Date Test Returned to Instructor

Staff Initials