

# MAKE UP EXAM FORM

Please fill out the form below. Exams will be placed in your CCC Lone Tree Mailbox within 1 business day of student completing exam. Any questions can be sent to [testing.services@coconino.edu](mailto:testing.services@coconino.edu)

Instructor Name \_\_\_\_\_

Course Number & Section \_\_\_\_\_

Date or date range when student(s) can make-up the exam (Students will need to sign themselves up for a testing slot using the scheduling link below): \_\_\_\_\_

Student's Name(s): \_\_\_\_\_

Test Type:  Paper & pencil - Exam will need to be provided to Testing Services a minimum of 24 hours prior to student's testing date. Please email the test to [testing.services@coconino.edu](mailto:testing.services@coconino.edu) OR a physical copy can be dropped off to Rm 108 during open hours.

Online exam Website: \_\_\_\_\_

Please include any necessary login information for student

Username: (if applicable) \_\_\_\_\_

Password: (if applicable) \_\_\_\_\_

Student is allowed:  Calculator  Notes

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Testing Services Use Only

Date of Exam:

\_\_\_/\_\_\_/\_\_\_

Date given to instructor:

\_\_\_/\_\_\_/\_\_\_

Number of tests: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

# Testing Services Schedule, Fall 2021

**LONE TREE TESTING, Room 108**

**November 29 – December 11**

**Appointment Recommended, Walk-ins permitted**

<b>Day</b>	<b>Time</b>
Monday Monday Dec. 6 only	10:00 AM - 1:00 PM 5:30 PM - 8:30 PM (Dec. 6 <sup>th</sup> only)
Tuesday	10:00 AM - 1:00 PM
Wednesday, Dec 1 only	10:00 AM - 1:00 PM
Thursday	2:00 PM - 5:00 PM
Friday	12:00 PM - 3:00 PM

**To Register for Placement Testing  
or Proctored Make-up Testing:**

Go to <https://calendly.com/ccc-testing>

Email: [testing.services@coconino.edu](mailto:testing.services@coconino.edu)

**Register in Person with Student Affairs or Testing  
Services**

**A CURRENT PHOTO ID IS REQUIRED FOR  
TESTING**