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**

Instructor: _____ 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): _____

_____

Name of Test or Exam: _____

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** 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) _____

Time Allowed: _____

Student is allowed: ☐ Calculator   ☐ Notes

Special Instructions: _____

_____

Testing Services Use Only		
Date of Exam: ___/___/_____	Date given to instructor: ___/___/_____	Number of tests: _____
Proctor Signature: _____		