

**UNIVERSITY TESTING SERVICES  
FAYETTEVILLE STATE UNIVERSITY**

**CLASSROOM MAKE-UP EXAM POLICIES AND PROCEDURES**

Testing Center – Collins Administration Building, Room 119 - Phone: 672-1299

The make-up testing service is provided for individual students, enrolled at FSU, who are unable to take their tests in the classroom because of special circumstances (illness, emergency, etc). Students who wish to avail themselves of services in the Testing Center are subject to all guidelines, including the requirement for a photo ID.

**Policies...**

- **Open book/note tests will not be administered in the Center.**
- **Homework will not be collected or handed out.**
- **Entire classes cannot be accommodated in the Center.**

*Faculty, please observe the following procedures:*

- 1) Bring the exam(s) to University Testing Services by the posted closing time the day before each scheduled testing session. You must bring your exams to the Testing Center, in person. Students may not bring the exams to the Center. Exams may be sent by campus email, but will **not** be accepted via interoffice mail.
- 2) Fill in the Testing Center Make-up Exam Information Form completely. Doing so will provide the Testing Specialists with information vital to the correct interpretation of your requirements.
- 3) Attach the form to the exam(s). **Five, is the maximum number of exams that you may place on file for each scheduled testing session.**
- 4) Each exam should be clearly identified. Include:
  - Course name and number (example: Psychology 101)
  - Section number (example: Section #3)
  - Instructor's name
  - Student's name
- 5) A Testing Specialist will provide you with a folder where your exams will be kept until you pick them up.
- 6) When you pick up exams, please sign out on the Completed Exam Sign-Out Log.

We are pleased to provide you and your students with this service. We thank you for your understanding and cooperation.

## **FALL 2008 CLASSROOM MAKE-UP TESTING SCHEDULE**

**By appointment only**

<i>DATES</i>	<i>TESTS ARE ADMINISTERED BETWEEN</i>	<i>EXAMS WILL NOT BE ADMINISTERED AFTER</i>	<i>EXAMS WILL BE COLLECTED AT</i>
Monday, December 1, 2008	9am, 11am, 2pm	2:00 p.m.	2:50pm
Tuesday, December 2, 2008	10am and 2pm	2:00 p.m.	3:15pm
Wednesday, December 3, 2008	1pm – 4pm	4:00 p.m.	4:50pm
Thursday December 4, 2008	9am – 4pm	4:00 p.m.	5:15pm
Friday, December 5, 2008	9am – 1pm	1:00 p.m.	1:50pm
Monday, December 8, 2008	9am – 4pm	4:00 p.m.	4:50pm
Tuesday, December 9, 2008	9am – 4pm	4:00 p.m.	5:15pm
Wednesday, December 10, 2008	9am – 2pm	2:00 p.m.	3:50pm

**Please note:**

- Exams must be in the Testing Center the day before each scheduled Classroom Make-up Testing session. Exams will not be accepted the day of the testing session.
- Tests will not be administered without an ID. Please tell your students to bring a photo ID with them.
- Students with documented disabilities must notify office at least one-week in advance. Please talk to a Testing Specialist for more information.

**TESTING CENTER REGULAR HOURS**

Monday	8am to 5pm
Tuesday	8am to 5pm
Wednesday	8am to 5pm
Thursday	8am to 5pm
Friday	8am to 4pm
Saturday	9am to 1pm

At the beginning of each semester, new dates and times for Classroom Make-up Testing will be available on our website – [www.uncfsu.edu/uts/make-uptests](http://www.uncfsu.edu/uts/make-uptests)