



OFFICE OF TESTING SERVICES

(Revised Nov. 2024)

NON- ACCOMMODATED MAKE-UP EXAM REQUEST

- Complete a separate request form for each student and examination and attach all required materials, i.e. Blue Book, Scantron etc. The Testing Center does not provide testing materials.
- Deliver the exam to a Testing Services staff member in the One-Stop Center or place it in the secure lock box located outside the One-Stop Center directly across from the hallway that leads to the Tutoring Center.
- Any amendments to the guidelines must be made in writing by the instructor to TESTINGOFFICE@bergen.edu.
- Examinations must be picked up by the instructor during OTS office hours. Office hours can be found at bergen.edu/testing.

PLEASE CLEARLY PRINT ALL INFORMATION

INSTRUCTOR'S NAME: _____ OFFICE/EXT: _____

INSTRUCTOR'S EMAIL ADDRESS: _____

COURSE/SECTION: _____ - _____ - _____ TODAY'S DATE: ____ / ____ / ____

STUDENT'S NAME: _____ STUDENT ID# _____

****OTS does not administer the following : Canvas tests, Quizzes, Retests, tests under 30 minutes long, tests with open-ended deadlines, no time limits, incomplete or unclear instructions, and missing information****

1. EXAMINATION MUST BE COMPLETED BY DEADLINE DATE: ____ / ____ / ____

****Please note: Deadline date refers to close of business day and cannot be open-ended****

2. TIME LIMIT FOR THIS EXAMINATION: STANDARD CLASS TIME (MINUTES) _____

3. THE STUDENT MAY USE THE FOLLOWING MATERIALS: (CHECK ALL THAT APPLY)

<input type="checkbox"/> NONE	<input type="checkbox"/> DICTIONARY (English-English)
<input type="checkbox"/> BLUE BOOK (Must be provided by instructor)	<input type="checkbox"/> BOOKS
<input type="checkbox"/> SCANTRON (Must be provided by instructor)	<input type="checkbox"/> NOTES (# of pages____)
<input type="checkbox"/> 4 -FUNCTION CALCULATOR	<input type="checkbox"/> 3 x 5 INDEX CARD (# of cards____)
<input type="checkbox"/> SCIENTIFIC CALCULATOR	<input type="checkbox"/> SCRAP PAPER (Provided by OTS)
<input type="checkbox"/> GRAPHING CALCULATOR	<input type="checkbox"/> OTHER:

ADDITIONAL INSTRUCTIONS OR COMMENTS:

4. INSTRUCTOR'S SIGNATURE:

OTS IS NOT RESPONSIBLE FOR CONTACTING PROFESSORS FOR ANY DISCREPANCIES PERTAINING TO ADMINISTERING AN EXAM.

STUDENT ACKNOWLEDGEMENT: I have read, understand, and accept the test instructions printed on this form and the Testing Center policies and procedures listed on the back of this form.

STUDENT SIGNATURE: _____ **DATE:** _____

Start Time: _____: _____: _____ End Time: _____: _____: _____ Actual End Time: _____: _____: _____ Log Date: _____ / _____ / _____ Line# _____

POLICIES AND PROCEDURES

- 1. Turn off cellphones and ALL other electronic devices and keep them stored out of sight.**
- 2. NO food or drinks are permitted in the Testing Center.**
- 3. Students caught cheating are not allowed to use the Testing Center.**
- 4. Only materials permitted by the instructor on the examination cover sheet may be used during the test.**
- 5. Place all textbooks, notebooks, and other belongings not required for your test under your seat.**
- 6. Keep your student identification card on your desk at all times during the test.**
- 7. Communication amongst test takers is not permitted in the Testing Center.**
- 8. Only test takers are allowed in the testing room. Children may never accompany a test taker in the testing room.**
- 9. Keep track of the time permitted for your test. Test takers are responsible for completing their tests within the time limit imposed by the instructor.**
- 10. Test takers are responsible for returning all test materials to the OTS proctor or the OTS staff member when the test is complete or the time limit has been reached.**
- 11. Test takers who check in with late start times assume responsibility for testing with less time than the instructor allowed.**
- 12. Test takers must have the permission of the testing proctor or the OTS staff to leave the Testing Center before the test is completed. Instructors will be notified if time out of the Testing Center exceeds 5 minutes. Testing time will not be adjusted should students leave the Testing Center. Students must leave cell phones and all belongings at their seat.**
- 13. Test takers will not be permitted to return and complete an exam at a later time without permission from the instructor.**
- 14. Under no circumstances shall a test taker leave the Testing Center with a test other than to return it to the OTS staff member.**
- 15. Test takers will surrender the test and test materials to the OTS staff member immediately upon request.**

