



# OFFICE OF TESTING SERVICES BERGEN COMMUNITY COLLEGE

## PROFESSOR MAKE-UP EXAM REQUEST

The Office of Testing Services will administer the attached examination according to the specific guidelines stated in this request and according to the Testing Center policies and procedures on the back of this form. Any amendments to the guidelines must be made in writing by the instructor to [TESTING@bergen.edu](mailto:TESTING@bergen.edu). Examinations must be delivered and picked up by the instructor during OTS office hours or placed in the secure lock box located outside of the One Stop, directly across from the hallway that leads to the Tutoring Center. Office hours can be found at [bergen.edu/testing](http://bergen.edu/testing)

A separate request form must be completed for each student and for each examination. If you are dropping off four tests, you will need to complete four cover sheets. A completed request must be attached to the appropriate examination with all required materials. (Scantron, Blue Book etc. The Testing Center does not provide testing materials.)

### PLEASE CLEARLY PRINT ALL INFORMATION

**\*\*\*This form is to be used only for make-up exams. This is not the form for accommodated testing.\*\*\***

**INSTRUCTOR'S NAME:** \_\_\_\_\_ **OFFICE/EXT:** \_\_\_\_\_

**Instructor's email address:** \_\_\_\_\_

**COURSE/SECTION:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_ **STUDENT ID#** \_\_\_\_\_

### **CLEARLY PRINT TEST INSTRUCTIONS**

1. EXAMINATION MUST BE **COMPLETED BY DEADLINE DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*Please note: Deadline date refers to close of business day\*\***

2. TIME LIMIT FOR THIS EXAMINATION: **STANDARD CLASS TIME (MINUTES)** \_\_\_\_\_

**\*REMINDER\* This form is to be used only for make-up exams. This is not the form for accommodated testing.**

3. THE STUDENT MAY USE THE FOLLOWING: (PLEASE CIRCLE ALL THAT APPLY)			
<b>BOOKS</b>	YES	NO	
<b>NOTES</b>	YES	NO	
<b>DICTIONARY</b>	YES	NO	ENGLISH ENGLISH ONLY OTHER ANY (CIRCLE ONE)
<b>CALCULATOR</b>	YES	NO	4-FUNCTION SCIENTIFIC GRAPHING ANY (CIRCLE ONE)
<b>MATERIALS</b>	YES	NO	BLUE BOOK or SCANTRON – (Must be provided by Instructor) SCRAP PAPER (if circled, OTS will provide)
<b>CANVAS</b>	YES	NO	CANVAS PASSWORD:
ADDITIONAL INSTRUCTIONS OR COMMENTS:			
4. INSTRUCTOR'S SIGNATURE:			

**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** \_\_\_\_\_ **TODAYS DATE:** \_\_\_\_\_

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

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

**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. Absolutely no food or drinks are permitted in the Testing Center.**
- 3. Students who are caught cheating are not allowed to use the Testing Center.**
- 4. Place all textbooks, notebooks, and other belongings not required for your test under your seat.**
- 5. Only materials permitted by the instructor on the examination cover sheet may be used during the test.**
- 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. Only test takers are allowed in the testing room. Children may never accompany a test taker in the testing room.**
- 8. 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.**
- 9. 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.**
- 10. Test takers who check in with late start times assume responsibility for testing with less time than the instructor allowed.**
- 11. 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.**
- 12. Test takers will not be permitted to return and complete an exam at a later time without permission from the instructor.**
- 13. Under no circumstances shall a test taker leave the Testing Center with a test other than to return it to the OTS staff member.**
- 14. Test takers will surrender the test and test materials to the OTS staff member immediately upon request.**