



Testing Center, Main Entry – Room 103
 Email TestingServices@AnokaTech.edu
 (763) 576-7830

Start: _____

End: _____

Makeup Testing Checklist

Testing is available for students who have missed a classroom test due to illness, emergency or an excused absence. Before scheduling, students **must** request permission from their instructor.

Testing is **available by appointment only** and is scheduled around other testing activities. **Request an appointment by email: TestingServices@AnokaTech.edu**

Student

- Request an appointment at least **24 hours prior** to the intended test date and time.
- Failure to provide your instructor with advance notice may result in your test not being ready for you.
- If you fail to arrive at the agreed upon test date/time you are responsible for contacting your instructor to make other testing arrangements.
- A current Photo ID will be required at check in. You may not test without appropriate ID.

Student Name:

Student Phone:

Test Date AND Time:

Instructor Name:

Course Number/Name:

Test Number/Name:

Instructor

- Complete test instructions below and attach to the test materials.
- Hand-deliver to the Testing Center, Room 103 or place in the Testing Center drop-box outside Room 103.
- If submitting test materials electronically include this Checklist and email to:

TestingServices@AnokaTech.edu

Final date to complete test by:

Test time allowed: _____ Hours _____ Minutes

Yes

No

Write answers on test/scantron

Other instructions or permitted aids:

Yes

No

Use calculator

Yes

No

Use scratch paper

Yes

No

Collect and return scratch paper

Yes

No

Use notes

Note: If an aid is not listed as approved, the aid will not be permitted in the Testing Lab.

Test materials that are not picked up by 3:30 pm on the day of the test will be returned by Testing Center personnel to faculty mailboxes in the ATC mailroom.