

Make Up Testing / Appointment & Test Instructions

Make up testing is available on an appointment-only basis Monday through Friday. The room closes at 3:30 pm. Photo ID required.

Make Up Test Date / Time	
Time permitted to take test	_____ hours _____ minutes _____ not timed
Student Name	
Instructor Name	
Class Name / Test Name	

Make an appointment

Students—visit the Testing Center in-person 24 hours prior to the intended test date to schedule your test, then hand-deliver this form to your instructor to facilitate delivery of test materials.

Instructors—make an appointment for one or more students. **Email vkeifenheim@anokatech.edu or call 763-576-7830.** Deliver test materials 24 hours prior whenever possible.

Option—Students may schedule by email or phone only with instructor consent. Instructors will receive notice of the test date/time from Testing Center staff via Outlook to facilitate delivery of test materials.

Instructor Use Only

1. Circle instructions below and attach this form to the test. Attach a list of student names to one form if multiple students will be testing.
2. Deliver test materials to the Testing Center in Room 103 OR place them in the drop-box that is mounted to the wall just outside the Testing Center door.

Instructions for Test Administration

Write answers on test	Use textbook	Use calculator
Use Scantron	Use scratch paper	Use computer
Use notes	Collect and return scratch paper	Other:

Deadline—do not permit student to test after this date:

- I will pick up test materials from the Testing Center between 7:30 am and 4 pm, M-F.
- Please return test materials to my mailbox in the ATC mailroom.

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