COVER SHEET FOR MAKE-UP EXAMS
Kent State University at Stark
Academic Success Center, Campus Center – Room 40
Ext. 55040 / Ext. 55050 / Ext. 55060
Email: starktesting@kent.edu

TO: Lisa Hart / Testing Center
FROM: _____________________________
OFFICE/BUILDING: _____________ EXTENSION: ____________

DATE TEST SENT: _______________ COURSE: __________________________________________

MAKE-UP TEST DATE:
_____ Student must take the exam _____________________________ (time/date).
_____ Student may take the exam any time the Testing Center is open on a walk-in basis not to exceed:
___________________________________ (time/date).

PLEASE NOTE: The Testing Center will firmly honor your deadline unless we hear from you by email or
phone. Please do not send word with a student regarding deadline changes.

NAME OF STUDENT(S): ________________________________________________________________

REGULAR CLASS TIME allowed for test: (check one) ☐ 50 min. ☐ 75 min. ☐ Other ______
SAS will determine the total testing time based on the individual student’s accommodations.

AIDS PERMITTED: Please check all aids allowed for this exam:
☐ calculator (circle type) basic/scientific/graphing ☐ scrap paper (provided, not provided)
☐ textbook ☐ notes
☐ charts, graphs, tables ☐ other (please explain)

EXTRA TESTS: I have included ______ extra tests for any student not listed by name.

COMPLETED TEST INSTRUCTIONS:
☐ HOLD completed exam for my pickup at the Academic Success Center.
☐ RETURN completed exam by campus mail.

OTHER SPECIAL INSTRUCTIONS: _______________________________________________________

TESTING CENTER HOURS
Intersession/Summer 2017 Hours

<table>
<thead>
<tr>
<th>May 22 – July 28, 2017</th>
<th>Mon.-Tues.</th>
<th>9:00 a.m. – 6:45 p.m.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Wed.-Thurs.</td>
<td>9:00 a.m. – 4:45 p.m.</td>
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<tr>
<td></td>
<td>Fri.</td>
<td>9:00 a.m. – 3:00 p.m.</td>
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<tr>
<td>July 31 – August 25, 2017</td>
<td>Mon.-Thurs.</td>
<td>9:00 a.m. – 6:45 p.m.</td>
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<tr>
<td></td>
<td>Fri.</td>
<td>9:00 a.m. – 3:00 p.m.</td>
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Closed May 29 and July 4

05/18/2017