



ACADEMIC SUPPORT CENTER
SKILLS CENTER

FINAL EXAM MAKE-UP TESTING PROCEDURES

FALL 2009 SEMESTER

- The Skills Center will administer **MAKE-UP** final exams only during the final exam period for any course at the instructor's request.
- A **MAKE-UP** exam is a test that has already been administered by the instructor but which the student has missed or cannot take at the regular time due to legitimate and unavoidable reasons, as determined by the instructor.
- Skills Center staff will verify I.D., time of the test, and monitor **MAKE-UP** test takers as closely as their other duties allow.

FINAL EXAM MAKE-UP TESTING HOURS

12/9, Wed.	12/10, Thurs.	12/11, Fri.	12/12, Sat.
4 p.m. - 8 p.m.	8 a.m. - 8 p.m.	10:00 a.m. - 2 p.m.	10 a.m. - 2 p.m.

12/14, Mon.	12/15, Tues.	12/16, Wed.
9 a.m. - 5 p.m.	12:00 noon - 4 p.m.	8 a.m. - 12 noon

INSTRUCTOR PROCEDURES:

- **Please inform your students that they must bring a picture I.D. when they take a final exam in the Skills Center. Test takers must also know their FC student ID number (@00123456). For security purposes, a student's picture I.D. card will be held until the test is finished.**
- **Complete an Exam Instruction Sheet for each different set of exams** you submit to the Skills Center.
- Skills Center space and monitoring limitations require that the final exams you send us be *between 30 minutes and 2 hours long*.
- Please identify the **range of dates/times** your students may take the final exam. Urge your students not to wait until the last possible moment to take the exam as we have limited staff for monitoring.
- **Please send only one test per course. Maximum: 10 copies of each test.** Exams will be returned via campus mail as quickly as possible after they have been taken or have expired.
- **For security reasons, we advise you to hand carry final exams to the Skills Center.**
- Skills Center staff cannot distribute handouts, make announcements, nor collect homework.

Submit with exam. Fall 2009 FINAL MAKE-UP EXAM Instruction Sheet.

_____ On-campus course _____ Online course _____ TeleWeb course

**ACADEMIC SUPPORT CENTER
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<http://skillscenter.fullcoll.edu>



Skills Center Location: 1st floor, west entrance, new Library/Learning Resource Center Phone: 992-7144

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Final Exam Make-up Instructions

Instructor _____ Department _____ Division _____

Phone # where we can reach you _____ E-mail address _____

Course Title & Number _____ Exam Title _____

Number of exams _____ (up to 10) Number of scantrons or answer sheets _____

For greater security, please number your tests (in the upper right corner).

Time Limit _____ (30 min. – 2 hrs.) **Last day/time students may take exam** _____

Return instructions: All Make-up exams will be returned via campus mail as soon as possible after the student takes exam.

ANSWER MATERIAL REQUIRED

Check all that apply

- _____ NONE (answer on exam)
- _____ Blue Book
- _____ Scantron (882 or 886E or _____)
- _____ Own paper
- _____ Other (please specify) _____

RESOURCE MATERIAL ALLOWED

Check all that apply

- _____ Reference/text books
- _____ Notes
- _____ Calculator
- _____ Maps
- _____ Dictionary
- _____ Other (please specify)
- _____ NONE

Additional Instructions _____

Instructor's Signature _____

Test Taker Names (**required**) Picture I.D. will be required of student.
