

**SUBMIT THIS FORM WITH TEST**  
**Fall 2017 MAKE-UP TEST INSTRUCTION SHEET**

**SKILLS CENTER**

Room 801 • 714-992-7144 • <http://skills.fullcoll.edu>

MONDAY	TUESDAY	FRIDAY	SATURDAY
3:00 - 8:30	3:00 - 8:30	8:00 - 3:30	10:00 - 2:00

August							September							October							November							December															
Week	Su	Mo	Tu	We	Th	Fr	Sa	Week	Su	Mo	Tu	We	Th	Fr	Sa	Week	Su	Mo	Tu	We	Th	Fr	Sa	Week	Su	Mo	Tu	We	Th	Fr	Sa	Week	Su	Mo	Tu	We	Th	Fr	Sa				
		1	2	3	4	5		1					1	2		6	1	2	3	4	5	6	7		10								1	1	2	3	4						
6	7	8	9	10	11	12		2	3	4	5	6	7	8	9		7	8	9	10	11	12	13	14		11	5	6	7	8	9	10	11		15	3	4	5	6	7	8	9	
13	14	15	16	17	18	19		3	10	11	12	13	14	15	16		8	15	16	17	18	19	20	21		12	12	13	14	15	16	17	18		16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26		4	17	18	19	20	21	22	23		9	22	23	24	25	26	27	28		13	19	20	21	22	23	24	25		17	17	18	19	20	21	22	23	
1	27	28	29	30	31			5	24	25	26	27	28	29	30		10	29	30	31						14	26	27	28	29	30				24	24	25	26	27	28	29	30	
																																			31	31							

During the fall session make-up tests can be administered from **August 28** through **December 16, 2017**.

**Please ensure that your deadline falls on**  
**Monday, Tuesday, or Friday.**

MAKE-UP TEST INSTRUCTIONS	
<input type="checkbox"/> On-Campus course	<input type="checkbox"/> Online course
<input type="checkbox"/> Hybrid course	
Instructor:	Division:
Phone #:	Email address:
Course Number: (Ex.: BUS 211)	Test title:
No. of copies of test attached:	No. of scantrons / answer sheets attached:
Time Limit (30 min - 2 hours):	Last day students may take test:
<b>Return Procedure:</b> After the student has completed the test, Skills Center staff will return the test to instructor via <b>CAMPUS MAIL</b> only.	
<b>ANSWER MATERIALS REQUIRED:</b>	<b>RESOURCE MATERIALS ALLOWED:</b>
<input type="checkbox"/> NONE <input type="checkbox"/> Scantron <input type="checkbox"/> Test and Scantron	<input type="checkbox"/> Blue Book <input type="checkbox"/> Own paper <input type="checkbox"/> Other (note in additional instructions)
<input type="checkbox"/> NONE <input type="checkbox"/> Textbook <input type="checkbox"/> E-textbook <input type="checkbox"/> Notes	<input type="checkbox"/> Calculator <input type="checkbox"/> Paper Dictionary <input type="checkbox"/> Electronic Dictionary <input type="checkbox"/> Other (note in additional instructions)
<b>Please inform the students that picture ID will be required and without ID no exam will be given.</b>	
Student Names and ID Numbers	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
Additional Instructions:	
Instructor Signature:	

**SKILLS CENTER**  
**MAKE-UP TESTING PROCEDURES**  
*Fall 2017*

**SKILLS CENTER POLICIES:**

1. The Skills Center will administer make-up tests for FC students taking on-campus courses, online courses, and hybrid courses.
2. A make-up test is a test that has already been administered by the instructor but which the student has missed or that the student cannot take at the regular time due to legitimate and unavoidable reasons, as determined by the instructor.
3. Skills Center staff will verify student ID at the time of the test, and monitor make-up test takers as closely as their other duties allow. Staff will not give a student a test without a photo ID.
4. Skills Center staff cannot distribute handouts, make announcements, or collect homework.
5. Skills Center staff will notify you of any anomalies we observe relating to any test so that you can take appropriate action.
6. Students who are taking tests may not use cell phones, iPods, or materials you do not approve in advance.
7. Students who find the noise level in the Skills Center distracting may ask for a set of sound reducing headphones.

**INSTRUCTOR PROCEDURES:**

1. Inform your students that they must bring a picture ID when they take a test in the Skills Center. For security purposes, ID cards will be held at the Skills Center counter until the test has been completed.
2. Send us a completed Test Instruction Sheet for each different set of tests you submit to the Skills Center. Include all specific instructions for students and **the names of all students** you are referring to us. We cannot duplicate tests in this Center.
3. The tests you send us may be between 30 minutes and 2 hours long. Our space and monitoring limitations make shorter or longer tests impractical.
4. Please identify a range of dates/times for your students to take tests. Range should not be more than 2 weeks (**and only Monday, Tuesday, or Friday deadline**).
5. **Tests must be received in the Skills Center by 12:00pm to be available to students the same day.** Any test received after 12:00pm will be processed and made available to students the next day testing is provided.

**Please send only one set of tests per course at a time.**  
**Maximum: 10 copies of the test**  
**Limit: 10 students**