

- Instructors:
- ◆ Send materials to makeup-exams@sjsu.edu at least 2 business days in advance of your exam window.
 - ◆ In urgent cases with less than 48 hours notice, you must deliver the exam materials in person.
 - ◆ Student is responsible for contacting testing office via e-mail to schedule an appointment for testing.
 - ◆ The Testing Office reserves the right to refuse service for exams with insufficient notice/information.

DATE SUBMITTED: _____	MUST BE COMPLETED BY: _____
------------------------------	------------------------------------

Course/Instructor Information

Instructor: _____
Last First

Course: _____

Contact Phone #: _____

E-mail: _____

If the exam is not taken by the deadline:

- Call me. I will pick it up.
- Shred all exam materials.
- Return it via campus mail to _____

When the exam is finished (select one):

- Call me. I will pick it up.
- Send it via campus mail to _____
- Scan and e-mail it to me. (will take 2 business days)

Test Information

Student: _____
Last First

Time Limit: _____

Instructions (mark all applicable):

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Closed Book | <input type="checkbox"/> Open Book |
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Scratch Paper |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Write on Test |
| <input type="checkbox"/> Blue Book | <input type="checkbox"/> Scantron (TE200/882E) |

Other Instructions (add sheet if necessary):

(OFFICE USE ONLY) LINE _____ START _____ FINISH _____

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