



- Instructors:
- ◆ Send materials to [makeup-exams@sjsu.edu](mailto: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.

<b>DATE SUBMITTED:</b> _____	<b>MUST BE COMPLETED BY:</b> _____
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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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