## Make-Up Exam Information Sheet

### Effective Fall 2016

**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.

### 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):**
- Closed Book
- Open Book
- Dictionary
- Scratch Paper
- Calculator
- Write on Test
- Blue Book
- Scantron (TE200/882E)

**Other Instructions (add sheet if necessary):**

(Office use only) Line _______ Start _______ Finish _______