



Student Success Center (SSC)
Make-up Test Request Form

Part I: To be completed by the student: Please print

PLEASE MAKE SURE YOU READ AND SIGN THIS FORM AND LEAVE THE COMPLETED FORM WITH YOUR FACULTY. THEY WILL COMPLETE THE FORM AND RETURN BOTH THE FORM AND YOUR EXAM TO THE SSC.

Student Name _____ Student ID # _____

Class Name _____ Class Code _____ (ex. DIAG 3106)

Faculty Name _____ Dept. _____

Original Scheduled Test Date _____ Email address: _____@student.life.edu

Be aware that only your Life student email will be utilized

Student Signature _____ Phone # _____

Identify the requested make-up exam type: Midterm Final Quiz Other specify _____

Requested Date of exam _____ ***Requested day:** Tuesday Wednesday Thursday
***All exams begin at 11:00am**

All make-up exams are in the Center for Chiropractic Education building (CCE), room 152. Please arrive on time and with your Life University Student ID. Reminder: There are no make-up exams during finals week (week 11). Be aware that only written exams can be proctored in CCE152.

Be advised that the doors are closed and no students will be admitted after **11:10AM**. You must speak with your faculty as to whether they will allow you to complete the exam at another time. Know that all exams must be completed by 12:50pm even if you arrive late.

Make-up Testing Procedures

1. Make-up exams for all students are held Tuesday, Wednesday, and Thursday of Week 1-Week 10.
2. **It is the responsibility of the student to obtain, complete this form, and to deliver it to the faculty.** The SSC does NOT approve make-up exams.
3. Complete, read and sign Part I of this form below before giving it to the faculty.
4. The faculty will complete the Part II of this form and return it, along with the appropriate exam to the SSC.
5. If a student does not come and take their exam during the week that they are scheduled, the exam and purple form will be returned to the faculty member at the end of the week that the test is scheduled.

Make-up Testing Room Policies

1. No food or drink in the testing room.
2. Turn off or silence any electronic devices.
3. Place all books, notes, bags, backpacks, and personal items (including phones, electronic devices, hats, etc.) in the front of the room.
4. Only approved testing materials are allowed at your desk.
5. No talking once testing has begun.
6. Sign in and present your Life U. ID or State Issued Photo ID to the Proctor to receive your exam.
7. The proctor reserves the right to seat or move you. You will need to sit in the designated seat.
8. Once you have begun your test, you may not leave the room for any reason until your exam has been completed.
9. See the Life University student handbook regarding policies and procedures on inappropriate testing behavior.

Signed: _____ Date _____



Student Signature

Part II to be completed by faculty on back.

Student Success Center (SSC)

Make-up Test Request Form

Part II: To be completed by the Faculty: Please print

ATTACH THIS FORM TO THE EXAM AND EITHER HAND DELIVER OR EMAIL TO THE SSC.

Make-up test date approved: Circle one Y N If no, list alternative date approved: _____

Check One:

- Keep exam in the SSC for the student to take on Tuesday OR Wednesday OR Thursday of the current week that the exam is scheduled.
- Return the exam on the date it was scheduled to be taken completed or not.
- Keep exam in the SSC and email me for pickup.

Time allotted for student to complete the exam _____

****Please note time allotment must be filled in. All exams must be completed by 12:50pm.**

Is a **Scantron** needed for the exam **Yes** (Include scantron) **No**

Please indicate tools allowed to be used during exam: Calculator _____ Student Notes _____

Formula sheets _____ Books _____ Notes _____ Other _____

Return this exam to the _____ Department

Faculty Signature _____ Date _____

- ❖ Please note that the exam must either be **hand-delivered** to the SSC no later than **10:00am** on the scheduled make-up date OR the exam can be **electronically** sent to sscmakeuptesting@life.edu no later than **9:00am** the day of the test.
- ❖ You may send electronic versions of exams and/or purple forms to sscmakeuptesting@life.edu by 9am the day of the test.
- ❖ If you have any questions or concerns, please feel free to contact the SSC Academic Support at sscmakeuptesting@life.edu or call 770 – 426 – 2725.