

Campus Testing Center

Hibbs Hall, Room 109
 Phone: 827-8108
 Hours: 8:30 am to 5:00 pm
 Monday through Friday

Make-Up Test Proctor Request Form

Please use the latest version of **Adobe Reader** to complete this form. Get it [here](#).
 Other PDF readers may produce an unreadable file.

You may email this completed form along with the printable test to mbassard@vcu.edu,
 or you may print this form and deliver it with a copy of the test to the Campus Testing Center.
 Please have the student schedule the make-up test with the Campus Testing Center.

Today's Date: _____ Student Name: _____
 Instructor: _____ Student eID: _____
 Instructor Phone: _____ (if known)

Test Information

Department: _____ Test Deadline: _____
 Course: _____ Test Time Limit: _____
 Section: _____

Test Type: Test/Quiz
 Midterm
 Final

Test Allowances: Open Book
 Notes
 Scratch Paper
 (Will be provided
 by Testing Center)
 Dictionary
 Calculator

Please note: Deliveries of completed tests are made **Tuesdays** and **Thursdays**.
 Faculty are welcome to come to the Testing Center office to pick up completed tests between 8:30 AM to 5:00 PM.

TESTING CENTER USE ONLY

Test Received:	Date: _____	Initial: _____	
Instructor Contacted:	_____	_____	Phone Email
Test Picked-Up/ Delivered	_____	_____	
_____		_____	
Department representative signature		Date	