

University of Hawaii at Hilo
 Testing Center
 200 W. Kawili Street, PB-9 Phone No.: (808) 932-7882

MAKE-UP **ACCOMODATION TESTING**

_____ Instructions Form to Attach to Tests
 (semester)

Instructor Name: _____ Best Contact Phone Number(s): _____

Proctoring of make-up tests is provided by the UH Test Center for Hawaii CC and UH-Hilo face-to-face-classroom teachers.

A "Make-up Test" is a test for a student who was not present in class on the day the test was given in class. Special accommodation exams must be approved by UH Hilo Disability Services.

Make-Up Testing services end on the last day of instruction at UH Hilo. **No make-up tests** are proctored during finals week. If your exam does not fall into this category, or if you have any other questions, please let us know and we will be happy to assist you! Please send exam and exam information **5 days prior to exam date**. Exams received less than 48 hours are subject to availability.

Course alpha & number: _____ Instructor email: _____

Title of Test: _____ Date(s) test may be administered: _____

Name of student(s) taking the test:

Please put an Asterisk next to the student's name that require a Special Accommodation

_____	_____
_____	_____
_____	_____

Time Limit	
**REQUIRED	

Equipment/Aids Student may use
 (Please be specific, only items listed are allowed)

Please Check One

- | | |
|--|--|
| Open Book? <input type="checkbox"/> Yes or <input type="checkbox"/> No | Calculator: <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| Open Notes? <input type="checkbox"/> Yes or <input type="checkbox"/> No | Personal Computer/Laptop allowed <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| Scratch Paper? <input type="checkbox"/> Yes or <input type="checkbox"/> No | Used scratch paper: <input type="checkbox"/> Attach or <input type="checkbox"/> Shred |
| Completed exam: <input type="checkbox"/> Scan/email <input type="checkbox"/> Pick-up | |

Comments or additional instructions:

=====

For Office Use: Date Test Received _____

Instructor's name on each test? **Pick up/Filedrop Date:** _____ **Initial:** _____ **Amount:** _____