

Roster ID:

Exam ID:

(Office Use Only)

Exam Information Form – FOR MAKE-UP EXAMS AND SPECIAL ACCOMMODATIONS

PLEASE READ ALL INSTRUCTIONS ON BACK & FRONT OF FORM.

Today's Date:	Instructor Name:
Course & Section #:	Instructor Phone #:
Student Name:	Student Banner ID:

INSTRUCTOR USE ONLY**INSTRUCTIONS ON HOW TO ADMINISTER THE EXAM:****Picture ID is required for all exams**

Identify what student may use and if may take breaks?

Calculator allowed? Yes NoNotes allowed? Yes NoBook allowed? Yes NoScratch Paper? Yes NoRestroom Breaks? Yes No

Exam Title:

OTHER INSTRUCTIONS: (please include if scratch paper should be submitted with exam)MAKE-UP EXAM: ON-LINE EXAM: SPECIAL ACCOMMODATIONS: *(If a student requires accommodations, it is the student's responsibility to provide their letter of approved accommodations in order to utilize those accommodations.)***The Testing Office must be notified four working days prior to exam if student requires a private room or reader/scribe. It is the student's responsibility to schedule for these accommodations.**

Exam Deadline Date:

Returning Exam: (Check One)

PICK UP MAILBOX/OFFICE EMAIL/FAX ONLINE

Mailbox Location:

Email Address*: @alamo.edu

*Only required when submitting the initial request this current semester

Alternate email:

*(Faculty may provide alternate email for notifications)***Passcode:****Extended Deadline:**Assessment & Testing Office, Cypress Campus Center 207 P: 210-486-4346 E: nvc-assessment@alamo.edu F: 210-486-9049**FOR OFFICE USE ONLY**

Logged _____ Tested _____ Ret _____ Email/Del/PU _____ Closed _____