



College of the Sequoias

Access & Ability Testing Center

Make-Up Test Proctoring

TO BE COMPLETED BY THE INSTRUCTOR

- One exam form per student or class
- Instructors are responsible for delivery
- Test Proctoring hours are subject to change without notice
- Students must show valid photo ID
- Students must provide their own testing materials

Student's Name

Banner ID #

Course/ CRN

Instructor

Test Deadline

THE AAC TESTING STAFF WILL RETURN EXAMS TO YOUR MAILBOX BY 4:30PM EACH TEST DAY.

If you have any questions or concerns about the proctoring of your make-up exam, Please feel free to contact our Testing Coordinator Christy Ortega at (559)730-3807 or email at ChristyM@cos.edu.

TESTING CONDITIONS

Time Allowed _____

Scantron Type _____
(Ex. 882-E, etc.)

Yes No
 Open Book
Type: _____

Open Notes
Type: _____

Words/terms may be defined

Calculator permitted
Type: _____

Computer permitted

ANY SPECIAL REQUESTS?

CONTACT INFORMATION

PHONE: _____

EMAIL: _____

Instructor's Signature

Date