

- ✓ Place this form and all test materials in a plain sealed envelope (not an inner-office mail envelope)
- ✓ Notate on the outside of the envelope:
 - Faculty Member's Last Name, First Name
 - Student's Last Name, First Name
 - Course Name/Number
 - Campus for Testing (Write Newtown, Bristol or UCC)
- ✓ Place sealed envelope in an inner-office mail envelope (to Testing Center RC-100) or drop off in person.

----- The *Make-Up Testing Schedule* is available on-line at www.buks.edu/testing -----