**Course Examination Make-Up Testing**

**Policies and Procedures**

Policies:

All faculty members may request course Make-Up Testing (paper & pencil) at the Bucks Testing Center. Make-Ups may be requested for Newtown Campus, Bristol Center or UCC.

Make-up Tests, in the context of this service, are scheduled course exams missed by 1 to 4 students per course examination administered. Groups beyond that size should be handled by the faculty member.

Exams will be returned to instructors at the end of each semester, unless a later date is indicated on the Test Request Form instructions.

The Make-Up Testing Schedule and the On-Line Learning testing schedule are the same. They can be viewed on-line at *www.bucks.edu/testing*.

Faculty members are encouraged to follow the procedures below.

Procedures

1. Be sure to complete all of the information on the Make-Up Test Request Form for each student.

2. The Request Form and test materials, with copies needed for all students, are to be brought to the

 Testing Center either in person by the instructor, or support staff.

3. After each student completes the test, it will be placed in the completed test location in the Testing Center for pick up.

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Remind all students that a **current government photo ID** is required to test, no exceptions.

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

*All Make-Up Testing is handled on a walk-in basis. Appointments are not taken.*

*No tests may be started less than 1 hour prior to the scheduled closing time*

Testing Staff may be reached at 215-968-8466 or at testing@bucks.edu

 September 2011

**Date Range to Make Test Available: (mm/dd/yr)**

**First Available Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Available Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return Test Materials:**

\_\_\_\_\_Hold completed tests for pick-up at Newtown

\_\_\_\_\_Send completed tests via interoffice mail

 (available, but not recommended)

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course/Section**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exam/Test #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Off Campus #:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Make-Up/Special Accommodations TEST REQUEST FORM**

**Please PRINT test information clearly. The Make-Up Testing Schedule is available on-line at www.bucks.edu/testing**

**Check the campus test should be administered:**

 Newtown \_\_\_\_\_\_ Bristol \_\_\_\_\_ Perkasie \_\_\_\_\_

***Clearly notate upper and lower case letters and any spaces:***

\_\_\_\_ Bb Vista Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ My Lab Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Course Compass)

\_\_\_\_ Canvas Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Other Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ UPPER CASE \_\_\_\_lower case \_\_\_\_ UPPER and lower

***Respondus Lockdown Browser Used?*** Yes \_\_\_ No\_\_\_

**Time Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Testing Information:**

\_\_\_\_ Use Blue Book \_\_\_\_ Calculator OK

\_\_\_\_ Scrap Paper OK \_\_\_\_ Other Materials

**Additional Instructions:**

**For Paper and Pencil Test Delivery**

**Check the campus test should be administered:**

 Newtown \_\_\_\_\_\_ Bristol \_\_\_\_\_ Perkasie \_\_\_\_\_

Provide all hard copies of test needed for delivery

**Total Number of Copies Provided\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Main Campus in **Newtown**: \_\_\_\_\_\_\_\_\_\_

Upper County Campus in **Perkasie**: \_\_\_\_\_\_\_\_\_\_

Lower County Campus in **Bristol**: \_\_\_\_\_\_\_\_\_\_

**Time Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Testing Information:**

\_\_\_\_ Use OpScan Sheet \_\_\_\_ Answer Sheet Provided

\_\_\_\_ Use Blue Book \_\_\_\_ Calculator OK

\_\_\_\_ Scrap Paper OK \_\_\_\_ Other Materials

**Additional Instructions:**

**For Computer-Based Test Delivery**