MAKE-UP TEST AUTHORIZATION FORM

Success Center (A building)

Faculty - COMPLETE TOP HALF OF THE FORM, ATTACH TO A MANILA ENVELOPE, AND RETURN TO THE SUCCESS CENTER.
COMPLETE THE BOTTOM HALF (INCLUDING SIGNATURE) AND GIVE TO THE STUDENT.

THE STUDENT MUST BRING THE BOTTOM HALF OF THIS SHEET TO THE SUCCESS CENTER IN ORDER TO TAKE THE TEST! (unless it's an online class, where e-mail authorization is accepted)

Date: **Student's Name:** **Instructor Name:** **Course#:**

_____

Time Limit (must check one):

____ 1 hour
____ 1 hour 30 minutes
____ 2 hours
____ Unlimited
____ Other (specify)

Permissible Materials (check all that apply):

_____ Open book
_____ Open notes
_____ Calculator
_____ NO MATERIALS
_____ Other (specify)

Date test must be completed by:_____

SUCCESS CENTER USE ONLY

Date received: Date taken: Logged:
Returned date: C NS R Initials:

SUCCESS CENTER MAKEUP TESTING STUDENT INFORMATION

This is your "ticket" to take your test! BRING TO YOUR TESTING APPOINTMENT

TESTING HOURS:	**Monday, Tuesday**	**11:00 a.m. - 5:30 p.m.**	***Students need to make an appointment by calling 419-267-1447 or emailing success@northweststate.edu**
	Wednesday	**10:00 a.m. - 4:00 p.m.**	
	Thursday	**9:00 a.m. - 3:00 p.m.**	

If you cannot test during these hours, please call Cherie at 419-267-1457.

Date: **Student's Name:** **Instructor Name:** **Course#:**

_____

Time Limit (must check one):

____ 1 hour
____ 1 hour 30 minutes
____ 2 hours
____ Unlimited
____ Other (specify)

Permissible Materials (check all that apply):

_____ Open book
_____ Open notes
_____ Calculator
_____ NO MATERIALS
_____ Other (specify)

Date test must be completed by:_____ Instructor signature: _____

*** BRING A PHOTO ID TO YOUR TESTING APPOINTMENT**
*** SPACE IS LIMITED AT BUSY TIMES IN THE SEMESTER - SCHEDULE YOUR APPOINTMENT EARLY!**