

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. **STUDENT WILL BE REQUIRED TO PROVIDE ID FOR TESTING.**

Date:	Student's Name:	Instructor Name:	Course #:
<hr/>			
Time Limit (must check one):		Permissible Materials (check all that apply):	
<input type="checkbox"/> 1 hour		<input type="checkbox"/> Open book	
<input type="checkbox"/> 1 hour 30 minutes		<input type="checkbox"/> Open notes	
<input type="checkbox"/> 2 hours		<input type="checkbox"/> Calculator	
<input type="checkbox"/> Unlimited		<input type="checkbox"/> Formula Sheet/Memory Jogger	
<input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Other (specify) _____	
		<input type="checkbox"/> NO MATERIALS	
Date test must be completed by: _____		<input type="checkbox"/> Accommodations (ADA)	
		<input type="checkbox"/> ParTest	

SUCCESS CENTER USE ONLY:		
Date Received: _____	Completed _____	Date Returned: _____
Logged by: _____	Not Completed _____	Initials: _____



SUCCESS CENTER MAKEUP TESTING STUDENT INFORMATION

This is your "ticket" to take your test! BRING THIS TICKET AND A PHOTO ID TO SUCCESS CENTER

Fall/Spring Semester Testing Hours:

Monday – Thursday 8:30 am – 5:30 pm
Friday 8:30 am – 1:00 pm

Appointments not necessary unless

otherwise specified. To make an appointment, call 419-267-1447 or email success@northweststate.edu.

Summer Semester Testing Hours:

Monday – Thursday 8:00 am – 4:00 pm

If you cannot test during these times, please call the Success Center Coordinator at 419-267-1457.

Date:	Student's Name:	Instructor Name:	Course #:
<hr/>			
Time Limit (must check one):		Permissible Materials (check all that apply):	
<input type="checkbox"/> 1 hour		<input type="checkbox"/> Open book	
<input type="checkbox"/> 1 hour 30 minutes		<input type="checkbox"/> Open notes	
<input type="checkbox"/> 2 hours		<input type="checkbox"/> Calculator	
<input type="checkbox"/> Unlimited		<input type="checkbox"/> Formula Sheet/Memory Jogger	
<input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Other (specify) _____	
		<input type="checkbox"/> NO MATERIALS	
Date test must be completed by: _____		Instructor Signature: _____	