



FACULTY EXAM FORM AND INSTRUCTIONS

1. Complete the form below.
Due to equipment restrictions, the Testing Center can no longer administer make-up exams that include a video component.

2. Submit the completed form and your exam to our office at least 24 hours before the student is eligible to test. All testing materials are considered confidential and will be kept in a secured location until testing. There are three available methods to submit your materials:

- Email** this form and test as attachments to testingcenter@uw.edu;
- Send in sealed envelope via **campus mail** to Box 355837;
- Drop off to our office at 440 Schmitz Hall.

3. Refer students to our office for scheduling and fee information. Students must schedule an individual appointment by calling 206-543-1171. **We will not schedule students until we have received the exam from you.**

STUDENT ID IS REQUIRED TO TEST.

Testing Center, 440 Schmitz Hall, Box 355837

206-543-1171 | testingcenter@uw.edu | www.testing.washington.edu

Student Name: _____ Exam/Course: _____

Instructor Name: _____ Department: _____

Instructor Phone #: _____ Instructor Email: _____

Length of Time allowed for exam: _____ Hr _____ Min **Date Range or Deadline:** _____ / _____ - _____ / _____

Allow Notes? Yes No Comment: _____

Allow Books? Yes No Comment: _____

Allow Calculator? Yes No Comment: _____

Other (please explain) _____

Please select ONE:

I will pick up exam (ID required for pick-up)

My TA will pick up exam (ID required for pick-up) - TA's Name: _____

Send me the exam through campus mail - Campus Box #: _____

I would like the exam scanned to me. This is only available if have less than 10 Students and 10 pages. No Blue Books. Email: _____

OFFICE USE ONLY

Date Received		Test Date		Return Date	
Staff Initials		Staff Initials		Staff Initials	