



Office of Assessment and Testing
Tivoli (TV) 347, 303-556-3677
Make-up Examination Cover Sheet

The intent of the Make-up Exam service is to help students who occasionally are unable to meet a quiz/test date, generally less than 10% of a class. If more than 15% of students in a class require Make-up Exams, the faculty member must host their own exam (Internet courses excluded). All Metro faculty members are welcome to utilize these services for any of their students.

1. Deliver the exam to the Testing Center in an 8 1/2 x 11 envelope with a completed cover sheet attached. Please provide all exam details on the cover sheet. Please provide one cover sheet, one copy of the exam, and one envelope per student.
2. All students must contact the Testing Center (303-556-3677) to schedule an exam appointment. The Testing Center will only set appointments for exams on file in our office. All students must present a photo ID at the time of testing.
3. The Testing Center will deliver the completed exam to your office, or hold the exam for pick-up (ID required when collecting exams from our office).

Professor Information Name of Instructor: _____ Phone Number: _____ Department Location Building &Room #: _____
Student Information Name _____
Exam Information Course Name and CRN: _____ Time Limit (not to exceed 2 hours): _____ Last day student may take test : _____ Exam aids: _____ Web CT password: _____ Special Instructions: _____ Return Instructions (Completed and expired exams marked for return will be delivered on the following Monday): <input type="checkbox"/> RETURN TO MY OFFICE <input type="checkbox"/> WILL PICK-UP
Office Use Received by: _____ Date _____ Administered by: _____ Date _____ Returned by: _____ Date _____ Test Received by: _____ Date _____