

# Make-Up/Proctoring Test Form

## LLS Testing Center – Desired Testing Conditions

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

(If more than one student, please attach student list)

Type of Exam: Paper Scantron Required

Online

If Online Exam, Password for Exam: \_\_\_\_\_ (If multiple password, Please attach password list)

Testing Window: No Yes From: \_\_\_\_\_ To: \_\_\_\_\_

Time Limit: No Yes (Default 1 ½ Hr.) How Long: \_\_\_\_\_

Calculator: No Yes What Type: \_\_\_\_\_

Notes Allowed: No Yes What Type/Amount: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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**\*\*Note\*\*** Instructors are responsible for dropping off and for picking up tests from the LLS unless otherwise indicated. Please be sure to **have enough copies of the tests for students taking the test**. The LLS is not responsible for making copies. Please notify students they will need to bring a Picture ID. Please instruct all students to make an appointment for testing (*at least 24 hr. ahead of time*). If there are any students that need to complete an exam after the due date, the LLS staff will need to be notified from the instructor.

LLS Contacts:

Call:

Mt. Pleasant testing center ext. 287

Harrison testing center ext. 677

If you are emailing exams and form, please send it to: [llstestproctors@midmich.edu](mailto:llstestproctors@midmich.edu)