

COVER SHEET FOR MAKE-UP EXAMS

Kent State University at Stark
Academic Success Center, Campus Center – Room 40
Ext. 55040 / Ext. 55050 / Ext. 55060
Email: starktesting@kent.edu

TO: Kaley Smitley- Harris / Testing Center

FROM: _____ OFFICE/BUILDING: _____ EXTENSION: _____

DATE TEST SENT: _____ COURSE: _____

MAKE-UP TEST DATE:

_____ Student must take the exam _____ (time/date).

_____ Student may take the exam any time the Testing Center is open on a walk-in basis not to exceed:
_____ (time/date).

PLEASE NOTE: The Testing Center will firmly honor your deadline unless we hear from you by email or phone. Please do not send word with a student regarding deadline changes.

NAME OF STUDENT(S): _____

REGULAR CLASS TIME allowed for test: (check one) 50 min. 75 min. Other _____
SAS will determine the total testing time based on the individual student's accommodations.

AIDS PERMITTED: Please check all aids allowed for this exam:

_____ calculator (circle type) basic/scientific/graphing _____ scrap paper (provided, not provided)
_____ textbook _____ notes
_____ charts, graphs, tables _____ other (please explain)

EXTRA TESTS: I have included _____ extra tests for any student not listed by name.

COMPLETED TEST INSTRUCTIONS:

All test will be SCANNED and SENT to your KSU email

_____ **HOLD** completed exam for my pickup at the Academic Success Center

_____ **SCAN ONLY**

OTHER SPECIAL INSTRUCTIONS: _____

TESTING CENTER HOURS

Fall 2021

August 26– December 10, 2021	Mon.-Thurs.	9:00 a.m. – 6:45 p.m.
	Fri.	9:00 a.m. – 3:00 p.m.
December 12 - 17 (<i>Finals Week</i>)	Mon.-Thurs.	8:00 a.m. – 7:15 p.m.
	Fri.	8:00 a.m. – 4:45 p.m.
December 20 – 23, 2021	Mon.-Thurs.	9:00 a.m. – 4:45 p.m.
	Fri.	9:00 a. m. – 3:00 p.m.

*Closed September 6, November 11, November 25, 26, December 24
Closing time on Nov. 24 is 4:45 p.m.*