

# MAKE-UP TEST COVER SHEET

## PAPER TEST

Testing Services on the Blountville campus **can** accommodate students who are unable to test in the classroom because of an **accident, illness, or other excused absence from class.**

Testing Services **CANNOT** accommodate entire classes, students retaking an exam to raise a grade, or no-shows.

Students must have their instructor's permission before testing to ensure Testing Services has the test or password.

**\*Proctoring is available most Mondays, Tuesdays, and Fridays.**

The Testing Center is open from 8:30 a.m. – 3:00 p.m. for students to walk-in. (**Closes at 4:30 p.m.**)

Students will be tested once a workstation is available.

*\*Testing Services may close for the lunch hour, when short staffed, or due to unforeseen circumstances.*

### Computer-Based Make-Up Exam

Go to [www.NortheastState.edu/Makeup](http://www.NortheastState.edu/Makeup) and click on Computer-Based Make-Up Exam to access online form.

Instructor's Name \_\_\_\_\_ Course \_\_\_\_\_

NeSCC Office Number/Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

NeSCC Email \_\_\_\_\_

**Please use the drop box outside Testing Services, C2106 in the General Studies Building, Blountville.**

(Staff will check box throughout the day. This will reduce traffic in the office).

Emailed tests will **ONLY** be accepted for extenuating circumstances (instructor not on Blountville campus, etc.)

Email tests to [testing@NortheastState.edu](mailto:testing@NortheastState.edu).

**Direct students to C2101 on Mondays, Tuesdays, and Fridays from 8:30 a.m. – 3:00 p.m. and tell them they are required to show an official photo ID, driver's license, or NeSCC college ID.**

- The testing staff will not be responsible for picking up or delivering exams.
- Unclaimed exams will be destroyed at the end of each semester.

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### COMPLETE ONE FORM PER STUDENT

Student's Name \_\_\_\_\_

**(Student will be required to present a photo ID.)**

#### Special Instructions:

Time Limit for paper tests: \_\_\_\_\_ (No longer than two hours.)

**Materials student is allowed to use on the test. (The student will only be allowed to use what is checked.)**

**Please check:**

**NO Materials**    **OR**     **Calculator**     **Outside Websites**     **Notes**     **Textbook or eBook**  
 **Other** (please explain below) \_\_\_\_\_

For more information, contact Testing Services at [testing@NortheastState.edu](mailto:testing@NortheastState.edu), 423.354.2587 or extension 3287.

To be completed by Testing Services:  
Date Received \_\_\_\_\_ Date Tested \_\_\_\_\_