

# MAKE-UP TEST COVER SHEET

## PAPER TEST KINGSPORT

Testing Services on the Kingsport campus at Blazier-Wilson Hall **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 at 10:00 AM and 1:30 PM on Jan 23<sup>rd</sup>, Feb 6<sup>th</sup>, Feb 20<sup>th</sup>, Mar 13<sup>th</sup>, Mar 27<sup>th</sup>, April 3<sup>rd</sup>, and May 1<sup>st</sup>.**

**Instructors should deliver tests to Blazier-Wilson Hall at least 1 day prior to scheduled test date. A drop box is available outside of the Testing Center, BWH 134, for all tests.**

**An email will be sent to the instructor once a student has completed the test. Completed tests will be securely stored and can be picked up in BWH 103. Unclaimed exams will be destroyed at the end of each semester.**

### 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 \_\_\_\_\_

**Students are required to show an official photo ID, driver's license, or NeSCC college ID.**

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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 \_\_\_\_\_