

Cover Sheet for Testing Service Make-Up Exams

Instructions for Faculty:

- Fill out a cover sheet for each individual exam to be given.
- Attach this sheet to the exam.

Please advise your student of all exam instructions provided below.

Student Name
Date and time of make-up exam
Instructor Name
email address
Phone
Course Title
Exam Title/Description
Number of pages in exam
Method of return to Instructor: (campus mail, hand deliver, other)

Testing Instructions for Administering Exam		
Open Book?	Open Notes?	Programmable Calculator?
Regular Calculator?	Scratch Paper?	Tables or Charts?
Computer Use?	Time Limit?	Page of Notes?
Other		

Deliver Test and Cover Sheet to: Indiana University East
Testing Service – RW 202B
2325 Chester Boulevard
Richmond, IN 47374