

**MAKE UP EXAM
PROCTOR REQUEST**

**Western Illinois University Quad Cities Campus
Testing Center**

Testing Center Procedures:

1. Instructor fills out this form and gives this form and the exam to Testing Center staff.
2. Student contacts the Testing Center staff and makes an appointment with for their exam. **Testing Center must have exam before student makes appointment to take the exam.** We request at least a 24-hour advance notice between scheduling the exam and the appointment time.
3. Testing Center staff returns completed exam to instructor after student takes exam for grading.

Please Complete the Following Information:

Instructor Name: _____

Course (*example: MGT 349*): _____

Exam (*example: Final*): _____

Please list below the name/name(s) of the student(s) that will be taking the exam:

_____	_____
_____	_____
_____	_____
_____	_____

Time Limit: _____

Open Book _____

Closed Book _____

Special Instructions:

Western Illinois University Quad Cities Campus Testing Center

Telephone: 309.762.1988

Fax: 309.762.6989

Testing Center hours will vary due to staffing schedules and campus hours of operation.



WESTERN
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QUAD CITIES

FOR TESTING CENTER USE ONLY:

Date and time test is scheduled _____

Name of Proctor _____

Location of completed exam _____