WESTERN ILLINOIS UNIVERSITY QUAD CITIES
MAKE UP EXAM PROCTOR REQUEST

Please return this completed form and exam(s) to the Testing Center (QC Complex - Room 2215) or in the Testing Center mailbox (QC Complex - Room 2201) in a sealed envelope. The Testing Center must have the exam before the student can schedule an appointment. Students need to schedule an appointment at least 48 hours in advance.

Completed exams will be returned to faculty as soon as possible in a sealed envelope in the faculty member’s mailbox. Please make note if special return instructions are needed under “other special instructions” in the section below.

Students who require special accommodations should give at least one week advance notice. Please contact Audrey Adamson, Assistant Director of Disability Support at (309) 762-3999 Ext 62573 or at ANW-Adamson@wiu.edu.

Today’s Date __________________________

Student Name(s):
________________________________________________________
________________________________________________________
____________________

Faculty Name:
________________________________________________________
________________________________________________________

Faculty Telephone: ___________________ Faculty Email: __________________________

Course Name (ex: MGT 349) __________________ Exam # (ex: Final) __________________

Final Date For Proctoring Exam: ______________________

PROCTOR INSTRUCTIONS (please check all applicable):

[ ] Time limit of: ___________________  [ ] No time limit

[ ] Calculator allowed  [ ] Scantron

[ ] No books allowed  [ ] No notes allowed

[ ] Open book only allowed  [ ] Open notes only allowed

[ ] Open book and notes allowed

Other special instructions: __________________________________________________________
________________________________________________________

________________________________________________________

________________________________________________________

Western Illinois University Quad Cities Testing Center
Leslie Mose, Test Proctor
QC Complex Room 2215
Telephone: (309) 762-3999 Ext 64567
Email: LA-Mose@wiu.edu
Testing Center Hours:
Monday - Thursday: 9 am - 12 pm & 1:30 - 4:45 pm
Friday: 8:30 am - 12 pm & 1:30 - 4:15 pm
Saturday: Varies due to class schedule
FOR STAFF USE ONLY:

Appointment Date: _____________________________________________________________

Appointment Time: _____________________________________________________________

Time In: _____________________________________________________________________

Time Out: _____________________________________________________________________

Proctor Signature: _____________________________________________________________ Date ____________

Student Signature: _____________________________________________________________ Date ____________

Notes: _______________________________________________________________________

_____________________________________________________________________________

ACADEMIC INTEGRITY STATEMENT - students please read and sign

Before using the WIU-QC Testing Center, please review the following statements:

- I am aware of WIU’s policy on Academic Integrity, as stated on my course syllabus and at http://www.wiu.edu/policies/acintegrity.php

- I acknowledge that academic honesty is integral to the quality of my learning and ensures fairness for all students.

- While testing, I agree to use only the materials and devices authorized by my instructor.

- I understand that I cannot exchange any information with other students or with outside sources while testing.

- I agree to use the provided computer only to access, complete and submit my exam.

- I recognize that the Testing Center is monitored by proctors, camera surveillance, and other technology. I understand that if I am observed engaging in academic dishonesty, my testing session will be immediately terminated and further academic penalties may be considered.

_____________________________________________________________________________

Print Student Name

_____________________________________________________________________________

Student Signature Date

1/15/15