MAKE UP EXAMS – NO ACCOMMODATIONS:
Please return this completed form and exam(s) to Leslie Mose in the Testing Center (QC Complex – Building C - #1416A) in a sealed envelope. The Testing Center must have the exam before the student can schedule an appointment. Students are required to schedule an appointment at least forty-eight business hours in advance.

EXAMS WITH ACCOMMODATIONS:
Please contact Temia Rice at T-Rice@wiu.edu or at Ext 62309.

Today's Date ____________________________

Student Name(s) – you can use this form for multiple student names with the same exam:
________________________________________________________________________________________
________________________________________________________________________________________

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
☐ No books allowed
☐ Open book only allowed
☐ Open book and notes allowed
☐ Scantron
☐ No notes allowed

Other special instructions: ___________________________________________________________________
_______________________________________________________________________________________

COMPLETED EXAM RETURN:
Completed exams will be returned to faculty as soon as possible in a sealed envelope in your campus mailbox – you will receive an email. Please make note if special return instructions are needed under “other special instructions” in the section above.

Western Illinois University Quad Cities Testing Center:
Contact: Leslie Mose  Email: LA-Mose@wiu.edu  Telephone: (309) 762 – 3999 Ext 62288
Quad Cities Complex – Building C – First Floor Reception Desk - #1416A (west end)
Hours: 8:30 am – 4:15 pm  Monday – Friday
Exam proctoring is by appointment only
Appointment scheduling is by email only to LA-Mose@wiu.edu

Revised 9.10.21