

**Instructors: Send all requests to [makeup-exams@sjsu.edu](mailto:makeup-exams@sjsu.edu).** One form per student for each test. We will e-mail you to confirm receipt and/or ask any questions about the test before making it available to the student. For paper-based exams, attach your exam and any handouts in either DOC/PDF format. For Canvas-based exams, please include instructions on this form, but send the password separately for security.

**Allow 2 business days for exam processing & a response from our office.** Requests sent Fri/Sat/Sun (with all test materials) will be available on Tuesday. If you are sending test materials later, please indicate in the notes at bottom. Exams received later will require an additional 2 business days to process. We always will try to rush processing, but for urgent cases & emergencies with less than 48 hours' notice, please deliver the test & materials in-person.

**Students schedule their test appointments with our office after we confirm with you.** They may e-mail us at [testing-office@sjsu.edu](mailto:testing-office@sjsu.edu) (**no calls, please**). If you require the exam to be on a specific date, check with our office first; otherwise, please allow a reasonable timeframe for your student to test. All students test under regular conditions. For students that require accommodations, contact AEC at [aec-info@sjsu.edu](mailto:aec-info@sjsu.edu); their procedures may differ.

**All completed paper-based exams will be scanned and returned to you via e-mail.** Originals may be picked up, returned via campus mail, or destroyed. Any exams not completed will be destroyed. Our office reserves the right to refuse requests based on availability or insufficient notice/information.

STUDENT INFORMATION	
STUDENT NAME (LAST, FIRST)	SJSU ID:

INSTRUCTOR/COURSE INFORMATION	
INSTRUCTOR NAME (LAST, FIRST)	CONTACT PHONE:
COURSE:	E-MAIL:
<input type="checkbox"/> THIS IS A PAPER-BASED EXAM <input type="checkbox"/> Exam and materials are attached in DOC/PDF format <input type="checkbox"/> I will send the exam by _____	<input type="checkbox"/> THIS EXAM IS ONLINE ON CANVAS <input type="checkbox"/> Respondus Lockdown Browser required (optional, but recommended) <input type="checkbox"/> Requires Password (for security, send password via e-mail)
RETURN ORIGINAL EXAM MATERIALS? (Paper exams will be e-mailed to you.)	
<input type="checkbox"/> Yes. Call me. I will pick them up at the office. <input type="checkbox"/> Yes. Send via campus mail to (room/ext zip) _____	<input type="checkbox"/> No. Shred the originals after I confirm receipt via e-mail. <input type="checkbox"/> N/A. This exam is hosted on Canvas.

TEST INSTRUCTIONS	
TEST AVAILABILITY (for specific dates/times, check with us first): Earliest day student may test: _____ Last day student may test: _____	TIME LIMIT:
INSTRUCTIONS (mark all that apply):	
Textbook: <input type="checkbox"/> Open <input type="checkbox"/> Closed	Calculator: <input type="checkbox"/> Yes <input type="checkbox"/> No
Web Access: <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> E-book only	Scratch Paper: <input type="checkbox"/> Yes <input type="checkbox"/> No
Electronics: <input type="checkbox"/> May use own device(s): _____	Blue Book: <input type="checkbox"/> Yes <input type="checkbox"/> No
Notes: <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Limited (detail below)	Scantron: <input type="checkbox"/> 882E (green, long half sheet) <input type="checkbox"/> T&E200 (blue, full page sheet)
OTHER INSTRUCTIONS (detail via e-mail if additional space required):	

STUDENTS: PLEASE READ & SIGN ON THE DAY OF YOUR TEST	
TERMS & CONDITIONS: Student agrees to all instructions and parameters set forth by their instructor. For any issues, contact instructor & reschedule test with us. NO ELECTRONICS, FOOD, DRINK, or UNAUTHORIZED MATERIALS: All non-related items, clothing, devices, etc. must be kept in the locker. Absolutely no food/drink. CONSENT TO MONITORING: Test rooms are monitored by our staff, plus audio/video/electronic surveillance for security. ACADEMIC HONESTY: Use good judgement. We report all infractions to your instructor and the Office of Student Conduct & Ethical Development.	
Student Signature:	Date:

OFFICE USE ONLY		
LINE	START TIME	FINISH TIME