



<b>Palomar College Teaching &amp; Learning Center (TLC) Rancho Bernardo</b>	<b>Make-up Test Request Form</b>
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**Today's Date:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ **ID #** \_\_\_\_\_

**Testing Window and/or Deadline:** \_\_\_\_\_

**(The test will not be administered after this date)**

Disclaimer for Instructors: Please note that while we offer test make-up and testing location services, it's not for full class proctoring. For full class make-up tests and more formal proctoring services, please contact S.T.A.R. Center. We offer make-up tests for Rancho Bernardo on-site courses. We have limited online class make-up tests upon request. The Teaching & Learning Center (TLC) is an open environment where other students, faculty, and tutors are talking and studying.

**Student may use the following (Check all that apply):**

**DELIVERY METHODS:**

<input type="checkbox"/> Graphing Calculator	<input type="checkbox"/> Blue / Green Book	<input type="checkbox"/> Pick up (preferred)
<input type="checkbox"/> Scientific Calculator	<input type="checkbox"/> Scantron	<input type="checkbox"/> Rancho Bernardo Mailbox
<input type="checkbox"/> No Calculator	<input type="checkbox"/> Books	<input type="checkbox"/> Scan to email
<input type="checkbox"/> Computer	<input type="checkbox"/> Notes	
<input type="checkbox"/> Graph Paper	<input type="checkbox"/> Scratch Paper - Number of Sheets _____	

**Note: Students may NOT use their own paper. Students may NOT use their cell phone, smart watch, personal music system (MP3 player, iPod), or any other electronic devices during testing. Students may NOT take the exam out of the Teaching & Learning Center (TLC).**

**Time limit:**    Yes    No    **Time allowed:** \_\_\_\_\_

**Other directions:** \_\_\_\_\_

**Students please read and sign the following before beginning the test:**

I have read, and I understand the above instructions for taking this make-up test. I also understand that it is my responsibility to turn the test in on time if there is a time limit. I understand that I must turn in my test, all scratch paper (if allowed), and this form to the TLC staff and cannot take it out of the TLC.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

