



WESTERN ILLINOIS UNIVERSITY QUAD CITIES
MAKE UP EXAM PROCTOR REQUEST – * FOR FACULTY *

THIS FORM CAN BE FOUND AT:

http://www.wiu.edu/qc/student_life/student_services/pdfs/Make-Up-Exam-Proctor-Request.pdf

MAKE UP EXAMS – NO ACCOMODATIONS:

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 ACCOMODATIONS:

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	_____	Scantron
_____	No books allowed	_____	No notes allowed
_____	Open book only allowed	_____	Open notes only allowed
_____	Open book and 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 Cites 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