

OFF-SITE PROCTOR MAKEUP/CHALLENGE EXAM ADMINISTRATION GUIDELINE

INSTRUCTOR GUIDELINES for SUBMITTING a TEST for Off-Site Makeup/Challenge ADMINISTRATION

Instruct your student to contact the Director of Test Center (479) 788-7682 to request an Off-Site Proctor Makeup/Challenge Exam Application.

When the completed Off-Site Proctor Makeup/Challenge Exam Application (OPMEA) has been received and approved, the director will notify the student, and will email an Off-Site Proctor Makeup/Challenge Exam Administration Guideline to the Instructor. The Instructor will then submit the examination along with this completed form, to the director, CC205. The director will send the exam to the proctor for administration. Upon receipt of the completed exam, the director will notify the instructor that it is ready for pick-up.

TEST ADMINISTRATION GUIDELINES *(To be completed by Instructor & submitted with Exam)*

Name of student: _____

Name of Instructor: _____ **Phone** _____

Email address: _____

Name of Course: _____ **Course Section Number** _____

Test: _____

Date(s) Test can be administered: _____

Time Limit Given In Class (required): _____

Specify which materials students may use during test: (NONE, dictionary, thesaurus, textbook(s), notes, calculator (which type?), conversion sheet included with test, scratch paper, other (please specify):

Please provide instructions as to how student will record his/her answers: Write directly on the test, use a student-supplied scantron, word-processing, etc.?

Special Instructions: