**FACULTY MAKEUP EXAM REQUEST FORM AND INSTRUCTIONS**

1) Complete the form below. Please type the information requested and include with your exam.

***PLEASE NOTE*: We cannot administer exams that use Blue Books (however, OUE will provide lined paper as needed).**

2) Submit this completed form and your exam to our office ***at least four business days*** before the requested test date.

All testing materials are considered confidential and will be kept in a secured location until testing.

**There are three methods to submit your testing materials:**

* Email the form and exam as an attachment to [**makeup@uw.edu**](mailto:makeup@uw.edu) ***(preferred)***
* Send the testing materials in a sealed envelope via campus mail to OUE, Box 358406
* Drop off the completed materials at our office BB102S (enter through GWP 102)

1. After we have received the faculty request form, **please refer your student to** <https://www.tacoma.uw.edu/ue/makeup-testing>. **Students must schedule their own makeup exam by submitting an online appointment form at the link provided above.** Testing appointments will need to be scheduled ***at least two business days*** before their faculty appointed test date.

Office of Undergraduate Education

Box 358406, BB 102S (enter through GWP 102)

253-692-4740

University of Washington Tacoma

**To be completed by Faculty:**

Student name:       Student I.D. Number:

Student phone # (optional):       Student email (UW):

Course/Exam:       Quarter:

Instructor name:      Program/School:

Instructor Phone #:      Instructor Email:

Length of time allowed for exam:      Hour(s)      Minutes.

Firstday student can test: click here to enter date Last day/Deadline: click here to enter date

(We will do our best to schedule makeup tests within these times and will let you know if these times do not work).

Allow Notes YES  NO Comment:

Allow Books YES  NO Comment:

Allow Calculator YES  NO Comment:

Special considerations (please explain):

Please select ONE:If you select the **campus mail** or **email** option, you will need to confirm by email that you have received the exam.

I will pick up the exam from OUE (ID required for pick up). Day and time you plan to pick up the exam:

Send the completed exam to me through campus mail. Please provide your campus Box #

Scan and email completed exam to me through my UW email.

The exam will be taken online, so there is nothing to send, email, or pick up (exam will be saved and accessed electronically).

**OFFICE USE ONLY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | REQUEST RECEIVED | TEST RECIEVED | TEST DATE | RETURN DATE | CONFIRMATION OF RECIEPT | FACULTY INITIALS  (IF PICKING UP) |
| DATE |  |  |  |  |  |  |
| STAFF INITIALS |  |  |  |  |  |  |