**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 five 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** ***(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 |  |  |  |  |  |  |