



Fort Lewis College Testing Center

MAKE-UP TEST SUMMARY FORM

In order to make an appointment at the Testing Center **students must complete this form with the course instructor.**
Instructor signature is required.

Then, submit the form via email (testingcenter@fortlewis.edu) or drop it off at the Testing Center in Noble Hall, Room 287.
****Beginning in Winter 2010, a \$5 fee will be charged for all Make-Up Tests.****

Student Name:	Student ID #:
Email:	Phone:
Instructor Name:	Class:
Email:	Phone:
Desired Test Date:	Desired Test Time:
Class length: minutes	Test Type: Paper & Pencil Computer-based

Testing Specifications:

Method of Test Delivery

- Leave test in Testing Center Mailbox at Noble 280 or dropbox outside Noble 280
- Student will deliver in a signed and sealed envelope
- Instructor will email test to testingcenter@fortlewis.edu

Method of Test Return

- Leave test in Testing Center Mailbox, Noble 280 for professor pickup
- Testing Center student worker will return in a signed and sealed envelope
- Student will return in a signed and sealed envelope

Reason for Make-up Testing:

Test Materials Allowed:

Calculator:	Yes: _____	No: _____
Formula Sheet:	Yes: _____	No: _____
Notes:	Yes: _____	No: _____
Other _____	Yes: _____	No: _____

Professor Signature: _____