

Mail Zip: 6058

(916) 278-7870

Make-up Test Instructions

Submitted by faculty with the exam(s)

Exams are given Monday at 9 a.m. and Friday at 9 a.m. and 1 p.m. during the academic year. The fee is \$6.00 per exam, payable by check or money order. Students schedule appointments online at www.csus.edu/testing.

Instructor _____ <p align="center">PRINT NAME</p> Department _____ Mail Zip _____ Office Phone _____ Dept Phone _____

Course (Dept/Number) _____ Number of exams attached _____ One exam per student. Exams are not copied.

Exam return instructions.

If no instructions, exams are mailed.

- Mail Back Hold exam

Completed exams held over 3 days are mailed

Last day exam may be taken ___/___/___

Time allowed for this test: <input type="checkbox"/> 50 min. <input type="checkbox"/> 75 min. <input type="checkbox"/> Other, specify _____ min.	
<u>Resource Material Allowed:</u> <input type="checkbox"/> NONE <input type="checkbox"/> Calculator <input type="checkbox"/> Dictionary <input type="checkbox"/> Notes <input type="checkbox"/> Books <input type="checkbox"/> Tables/Charts <input type="checkbox"/> Other (specify) _____	<u>Answer Material Required:</u> <input type="checkbox"/> Large Blue Book <input type="checkbox"/> Small Blue Book <input type="checkbox"/> Mini Essay Book (886-E) <input type="checkbox"/> Scantron (882-E) <input type="checkbox"/> NCS Answer sheet (4521) <input type="checkbox"/> None (answer on test) <input type="checkbox"/> Other (specify) _____
Additional Instructions _____	
Instructor's Signature _____ Date _____	

Names (optional)	ID	Taken	Time	Returned