



MATH MAKE-UP EXAM PROCTORING

Proctoring of make-up exams is available **Monday- Friday 9:30am – 2:30pm, in MaRCS, Library 218**. This completed form must accompany the exam and be delivered at least 24 hours before the start time of the make-up exam. Please turn completed form(s) into Bell Hall Room 124.

Please remind the students that the Exam is to be taken at the Library Room 218 and will be monitored using a camera. They also MUST present their UTEP ID.

Student: _____ ID# _____

Course: _____

Instructor: _____

Signature: _____ Ext: _____

Date and start time for the Make-up (You may indicate a range of days and times.): _____

Time Allowed For Exam:

- 50 minutes
- 1 hour 20 minutes
- Other _____

Materials allowed:

- Paper
- Calculator
- Book
- Notes
- Other _____

Return completed exam:

- Hold in MaRCS for pick-up
- Return to Instructor at the Math Dept.
- Other _____



MAKE-UP EXAM RETURN FORM

For MaRCS Use:

Date: _____ Checked ID# _____

Time started: _____ Must complete by: _____

Time ended: _____

Comments: _____

Student Use:

“I acknowledge that I am not allowed to use a Cellphone, or any device not specified by the instructor, and know that I will be monitored with a camera during the duration of the exam”

Print name: _____

Signature: _____

Date: _____