**BSC STUDENT MAKE-UP TESTS**  
*Faculty Instruction Sheet*

Please complete the following form and include it with the exam via email to:  
BSC.Testing@bismarckstate.edu  
*Documents in Word preferred*  
*An appointment and photo ID is required.*

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>Special Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(ie. Open book test, 3X5 card with notes, calculators, test length, return of scratch paper, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Name and Class Time:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Student(s) Testing:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completed test will be:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Picked up by Instructor</td>
<td></td>
</tr>
<tr>
<td>[ ] Sent by BSC Interoffice Mail</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Names of Students Testing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
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</tbody>
</table>

Updated: September 2012