

# Ψ Department of Psychology Make-Up Test Information Sheet: Winter 2018

Please provide this form and a copy of your test for each student listed below to the Psychology Main Office **48hrs** before the Make-up Exam. A separate information sheet should be used for each make-up testing time. If sending this information or the tests electronically, send to [blgramli@ucalgary.ca](mailto:blgramli@ucalgary.ca) or [msnyder@ucalgary.ca](mailto:msnyder@ucalgary.ca).

Please indicate under "Other Instructions" if students are able to use books, calculators or other materials during the test. Alexandra Neville, Mahtab Moshirpour and Jennaya Christensen will serve as the proctors and **the test location is Admin 155A.** The proctor(s) will request student photo identification and have the student(s) sign this form, which will be returned to you along with the test(s).

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**1. Make-up Exam Date** \_\_\_\_\_ \*

\*Effective: January 15-April 26, 2018

\*\***NO EXAMS: February 19-23, March 30**

**2. Circle the day and exam time:**

Monday: 10:30-12:00 or 1:00-2:30  
Tuesday 9:00-10:30 or 10:30-12:00  
Wednesday: 9:00-10:30 or 10:30-12:00  
Thursday: 12:00-1:30 or 1:30-3:00  
Friday: 9:30-11:00 or 1:30-3:00

**3. Test Duration**

\_\_\_ 50 minute test    \_\_\_ 75 minute test    Other time limit (specify) \_\_\_\_\_ (max 3 hr)  
For tests longer than 90 minutes, please see main office.

**NOTE: Students arriving more than 10 minutes after the start time WILL NOT BE ALLOWED TO WRITE!**

**Instructor Name:** \_\_\_\_\_

**Course:** PSYC \_\_\_\_\_ **Section** \_\_\_\_\_

**Student Name(s):**

**Student's Signature (Required at attendance)**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Test Materials**

\_\_\_ Supply IBM Answer Sheet  
\_\_\_ Supply Essay Answer Booklet(s)  
\_\_\_ Other  
\_\_\_\_\_

**Test Questions**

\_\_\_ Collect and return exam questions  
\_\_\_ Allow students to keep exam questions  
\_\_\_ Return completed tests to instructor's mailbox or  
\_\_\_\_\_

**Other Instruction:** (E.g., question corrections; calculators, statistical tables, books or notes allowed; etc.)

**Proctor's Comments**

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