Request for Proctoring of Make-Up exams in the BSC - Summer 2023

If you have a student that misses an in-class test and cannot make-up the test during your available hours, the Biology Science Center can proctor your student.

*Make sure the students understand the following for testing in the Biology Science Center:*

Students must have an appointment as we cannot manage “drop-ins” nor same day appointments.

The Biology Science Center will only be available Monday, Tuesday, and Thursday for make-up exams at specific times.

**Student must send an email to bsc@occc.edu, cc melanie.chapman@occc.edu to schedule an appointment—but only AFTER the professor has filled out and sent the request form for each student and test.**

* Student’s email must provide their name, instructor’s name, the class, days the class or lab meets, 8 or 16 weeks, and test name.
* Email request must be sent by 2 pm for a following day appointment. The BSC will then let the student know of 2-3 available times for that day. Time and date must be confirmed by student by 7pm on the day of the request.
* Monday Appointments, email request must be sent by 2pm the previous Friday and be confirmed by 5pm
* If the student does not show up for their exam time, they will need to submit a new request and wait for a new date and time to come to the BSC to make up the exam.

Student are required to bring and show their OCCC student ID or Government Issued ID and sign the Request for Proctoring of Make-Up exams form filled out by you before taking their exam.

***Please complete this form for each student and each test and email it to Melanie Chapman. Please also cc the BSC.***

FACULTY NAME:       Today’s Date: Click or tap to enter a date.

Course and Section Number (ex: BIO-1414-XXXXX):

Exam # or Exam Name:       Test Due Date: Click or tap to enter a date.

STUDENT NAME:       Student ID number:

 Test Information:

 Time Restriction:

 Paper Test: [ ]

 Online Test: [ ]

Digital BSC Lab Test: [ ]

Have you provided test to the Biology Science Center? \* : [ ]

 Write-on, scantron, or will we need to provide paper? :

Note - we will put the completed paper tests in your instructor folder in the Biology Science Center

\*If you are providing a written paper exam, please place it in your instructor folder before sending the request.

Resources Allowed:

 Textbook allowed? [ ]

 Notes allowed? [ ]

Please describe:

 Scratch Paper? [ ]

Specific Accommodations:

Please describe:

Will breaks be allowed during test? : [ ]

Phone number to contact you if issue with test (if needed):

 Any other information or instructions?

Biology Science Center Hours Summer 2023:

Monday – Thursday 10:30 am – 7pm

Friday 11am – 3pm

Saturday Closed

For Staff Use: Staff Initials \_\_\_\_\_\_\_\_

Student Signature:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No show? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rescheduled? \_\_\_\_\_\_\_\_ To when?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_