

Makeup Exams Instructions

Spring 2016 Semester Hours

Makeup Exam/Quiz Times:

Mondays: 6:00 p.m. - 8:00 p.m.

Tuesdays: 11:00 a.m. – 1:00 p.m. and 3:00 p.m. - 7:00 p.m.

Wednesdays: N/A

Thursdays: 5:00 p.m. – 9:00 p.m.

Fridays: N/A

Instruction Steps:

1. The student will contact the Academic Service Center (ASC) at (860-465-5198) to schedule their makeup time. This is necessary to make sure that there is physical space in the Academic Service Center Annex for the students to make up the exam.

Academic Service Center Hours for Scheduling the Makeup Time

Day of Week	Exam Start Time	Exam End Time
Monday	6:00 PM	8:00 PM
Tuesday	11:00 AM 3:00 PM	1:00 PM 7:00 PM
Thursday	5:00 PM	9:00 PM

2. The exam must be electronically sent to the ASC' secretary, Ann Eichner's email, by attachment or scanning to her email. Please fill out the attached Makeup Proctor Instruction Form (backside). Make sure to place the student's name on the first page of the Makeup Exam/Quiz or include the student's name in the email to Ann Eichner, eichnera@easternct.edu Thus:
 - a) Attach or scan – the Exam/Quiz
 - b) Attach or scan – the "Makeup Proctor Instructor Form.PDF" file (backside of this form)
3. The date and time of the makeup exam, the student will go to Academic Service Center (Library 107) office manager's/secretary's desk. The student will present their Eastern Student ID or Driver's License to the Office Assistants who will proctor the exam in the Academic Service Center Annex, which is accessed through Advising Center main office (Library 109). The ASC Office Assistant will follow the instructions filled out on the Makeup Proctor Instruction Form and inform the student of the rules to be followed (i.e. amount of time allowed, no cellphone, closed book, calculator allowed, Blackboard, and other special instructions etc.).
4. After the student is done with Exam/Quiz, the proctoring ASC Office Assistant will return the completed Exam/Quiz along with the Makeup Proctor Instruction Form (backside of this), writing up any observation notes/issues on the form to the ASC's manager/secretary's desk. The ASC (manager/secretary, Ann Eichner) will email the scanned completed Exam/Quiz to the instructor's Eastern email. The ASC manager/secretary will place the actual Exam/Quiz in an envelope with the instructor's name, phone and email displayed and place it in a secure location in the ASC.
5. A Webb 423 department student worker will go on Tuesday mornings to pick up the actual physical completed Exam/Quiz and return them to the Webb 423 department office. For fulltime faculty the envelope containing the Exam/Quiz will be place in the faculty member's mailbox. For part time instructors, the physical Exam/Quiz will be placed in a secure location, and after one week destroyed (Tuesday morning the following week), if the part time instructor did not come to physically pick up the makeup Exam/Quiz.

Makeup Proctor Instructor Form

Student Name: _____ Student ID: _____

Student Phone: _____ Student Email: _____

Course (i.e. BUS 205 Sect 03): _____ Exam/Quiz Name: _____

Instructor Name: _____

Instructor Phone: _____ Instructor Email: _____

Email Exam and this Makeup Proctor Instructor Form/PDF file to:

Ann Eichner - eichnera@easternct.edu (Phone 860-465-5198)

(NOTE: a second special email address will also be provided here soon as a backup)

Time Allowed: _____

Materials Allowed	Yes	No	Special Instructions
Book			
Calculator			
Computer (BlackBoard/other SW)			
Crib Sheet/Size			
Notes			
Scratch Paper Allowed			

Special Proctor & Student Instructions:

Proctor Name: _____ Proctor Comments: