

Testing Center Guidelines for Make-up Exams:

All instructors must complete and sign an Exam Requirements form for each different type of test.

Form is available in the Testing Center and online, <http://www.osuokc.edu/assessment>.

*A list of students or a roster must be provided for each different type of test. **If you are providing a full class roster and not all students are approved for to make-up a test please **HIGHLIGHT** names of those approved to test.***

Instructors need to provide contact information.

The instructor's name and the name of the course **MUST BE ON ALL TESTS**.

All tests must be delivered and picked up by the course instructor or authorized personnel.

Authorized personnel, such as a work-study, can deliver and/or pick up tests with permission form.

There is a locked mailbox next to our front door where you can leave tests after hours.

INSTRUCTORS MUST PICK UP ALL TESTS AT THE END OF THE SEMESTER.

Testing Center staff does **NOT** distribute nor accept homework assignments, handouts, review sheets, etc.

To take a test, students **MUST** present a **photo ID** (OSU-OKC ID, driver's license, or other government-issued ID).

Students **MUST** know their **INSTRUCTOR'S NAME** and their **COURSE TITLE** and **EXAM TITLE** to take a test.

New faculty members may also be asked to present an ID.

All incidents of Academic Dishonesty will be documented and reported to the instructor.

Students may not bring their children while testing.

Students may not eat or drink while testing.

Students may not have cell phones in testing rooms.

Location: Student Center, First Floor, Room 104

Phone: 945-8648

Times: Monday – Thursday 8:00 AM – 6:00 PM

Friday – 8:00 AM – 5:00 PM

Saturday – Sunday Closed