



## MAKE-UP AND ACCOMMODATIONS FORM

The *Make-up and Accommodations Form* is available for individual students who cannot be present for a test in a campus class. Accommodations testing is reserved for individual students who have received an accommodation through Student Accessibility Services. This form must be turned in **two weeks prior to the test date(s)**. Please return the form during regular business hours, Monday-Friday 8 AM to 5 PM, or e-mail to: [testingcenter@sfcc.edu](mailto:testingcenter@sfcc.edu). Please review the form completely before submitting it to ensure all information is **clearly written** on the request.

Instructor's Full Name:		Instructor's Phone:	
Name of class:	Name of Exam:	Course #:	
Email:			
Completion of Test: _____ Pick-up by instructor _____ Email to instructor (exams will be shredded thereafter)			

**ALL MAKE-UP EXAMS MUST HAVE A LOCKDOWN BROWSER. PLESAAE SELECT TYPE OF EXAM:**

EXAMPLIFY: \_\_\_\_\_ UNM CANVAS: \_\_\_\_\_ SFCC CANVAS: \_\_\_\_\_ HESI: \_\_\_\_\_ Cohort Code \_\_\_\_\_

Materials allowed for testing (please circle):

3x5 CARD - Qty _____	YES	NO	STANDARD CALCULATOR	YES	NO
NOTES	YES	NO	SCIENTIFIC CALCULATOR	YES	NO
BOOKS	YES	NO	SCRATCH PAPER	YES	NO
DICTIONARY	YES	NO	*Paper Size	5.5"x 11" or 8.5"x11"	
BREAKS allowed	YES	NO	*Scratch paper to instructor	Yes	No/Shred
HEADPHONES	YES	NO			

OTHER MATERIALS: \_\_\_\_\_

<b>Date Range Allowed for Test:</b>	<b>Time Limit:</b>	<b>Start Time:</b>
<input type="checkbox"/> Paper Test Number of Sheets: _____	<input type="checkbox"/> Web-based Test - <b>Must have a lockdown browser set up.</b> <input type="radio"/> Website: _____ <input type="radio"/> Name of Lockdown Browser _____ <input type="radio"/> Password: _____	

**Name of Student** (limit to 5 students at one time.)

**Accommodations (Y/N)**

1.	
2.	
3.	
4.	
5.	

**NOTE:** Upon arriving to the testing center, the student must know the **name of the instructor** for the class and have a **current photo ID for verification of identity**.

ACCEPTED and BOOKED: \_\_\_\_\_ DATE: \_\_\_\_\_ Date of Tests Returned: \_\_\_\_\_  
Santa Fe Community College – Testing Center – (505) 428-1625 – Monday through Friday 8 – 5 01/31/2024