

# THE TESTING CENTER at SVSU



## Make-Up Testing Guidelines for Faculty

The Testing Center offers make-up examinations for students. If an instructor wishes to use the Center for this purpose, the following exam safety procedures and policies will be adhered to:

- Exams may be emailed to the Center ([testing@svsu.edu](mailto:testing@svsu.edu)), dropped off in person, or attached to the make-up exam form on the Testing Center website. If the Center is closed, and instructors wish to drop off a hard copy of their exam, the test may be put into the locked drop box next to the Center's door.
- All make-up exams need to be accompanied with a make-up exam form. Hard copies of the form are available at the Testing Center; a digital version can be found on the Center's website.
- Exams must be picked up in-person by the instructor. Tests will not be released to any other faculty, student, or staff member. Alternatively, exams can be scanned and emailed to the instructor.
- Homework cannot be returned or collected by the Center.
- Students will be charged \$6.50 for each make-up exam.
- Instructors will be contacted when the exam is completed or if the exam has exceeded the allotted date on the make-up exam form.
- Exam dates may be extended at the instructor's discretion. To extend a date, please contact the Testing Center at 989-964-2820 or [testing@svsu.edu](mailto:testing@svsu.edu). Expired exams that are not picked up will be destroyed 2 weeks after the expiration date.
- To test, students need to make an appointment by going to [www.registerblast.com/svsu](http://www.registerblast.com/svsu)
- In cases of inclement weather, instructors will be contacted by the Testing Center regarding date extensions. Once a date has been verified, instructors should confirm this date with their students who will need to reschedule their appointment.
- The Testing Center does not give class-wide or in-class exams.