

Name:		Date:	
<p>Missed examinations must be completed prior to the next scheduled meeting of the course; if an exam is completed during a break week the same policy applies. Any exception must have instructor written approval submitted prior to scheduling. Examinations may be completed from 12:30pm to 2pm Monday through Friday; final exams 11am to 2pm Monday through Friday.</p>			
Exam Missed and Date & Time originally scheduled:			
Requested Exam Date:		Student is expected to arrive at start time selected below. All exams must be finished by 2pm.	
For All non-final exams: <input type="checkbox"/> 12:30pm <input type="checkbox"/> 1:00pm <input type="checkbox"/> Other _____ (must be between 12:30pm - 2pm)		For Final & Competency exams: <input type="checkbox"/> 11am <input type="checkbox"/> 12:30pm <input type="checkbox"/> Other _____ (must be between 11am - 2pm)	
<p>On the day of the exam, please report to the designated testing room at your selected start time to receive and complete your exam. Exams will not be proctored earlier than the scheduled appointment and arriving late incurs the following:</p> <ul style="list-style-type: none"> Late arrival up to 15 minutes: total allotted exam time reduced by minutes late Arriving more than 15 minutes late: exam must be rescheduled and exam fee paid again; individuals will not be allowed to test if arriving more than 15 minutes late from their selected exam start time. <p>If administration is notified prior to the scheduled exam start time, the student may reschedule the exam without penalty.</p>			
<p>My signature below acknowledges that I have read and agree to the above.</p> <p>Student Signature:</p>			
For Finance Office use: Fee received by:		For Finance Office use: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Web-sale <input type="checkbox"/> N/A	