

Cover Page

PLEASE USE ONE COVER PAGE FOR EACH EXAMINATION.

UNIVERSAL BREAK MAKE UP TEST PERIOD

Wednesday 12:30 -2:00 in D 244

INSTRUCTIONS TO TEACHERS WHO WISH TO USE THE SERVICE

Teachers who wish to have students write Make Up tests during Universal Break must forward the following information to **Filomena Rainone via internal mail or direct delivery to her office D465B.**

Office hours are Monday, Tuesday and Thursday from 8:00 to 4:00. The envelope must be received by her by Monday 4pm.

Fill in the following information for each student and test being submitted.

- **Course Number:** _____
- **Section Number:** _____
- **Course Title:** _____
- **Student's Name :** _____
- **Student's ID Number:** _____
- **Teacher's Name:** _____ **Office Number:** ____ **Phone Number:** _____
- **Duration of Exam:** _____
- **Supplies allowed by Student(s): eg. Calculator, dictionary** _____

- **ALL STUDENTS MUST HAVE VALID VANIER ID TO USE THE SERVICE.**

Special Instructions/comments:

MAXIMUM LENGTH OF EXAM PERIOD 1 ½ HOURS

****Please note a teacher from every course section must be present for the first 10-15 minutes to answer student(s) questions during the exam period. Some teachers will have to stay to maintain the testing environment.****