

**Richmond Community College**  
**Academic Success Center**  
**Make-Up Test/ Exam Instruction Form for Instructors Only**

INSTRUCTOR NAME \_\_\_\_\_ PHONE/EXT \_\_\_\_\_ COURSE \_\_\_\_\_

- Would you like to be notified when testing is completed? YES NO
- STUDENT'S NAME(S) *\*All students must provide a photo ID for proctored testing.*


- MAX TIME ALLOWED FOR TESTING: \_\_\_\_\_
- DATE TEST IS DUE (Deadline for Testing) \_\_\_\_\_
- Does any student listed above have an ADA accommodation? NO YES (see below)  
*Please complete an ASC Request for Special Test Administration at least 24 hours in advance of testing. All ADA accommodations must be substantiated by an Accommodation Plan for the current semester from Richmond Community College's Disabled Student Services department.*

- STUDENTS ARE ALLOWED THE FOLLOWING RESOURCES:  
\_\_\_ NONE  
\_\_\_ ACCESS TO TEXTBOOK/EBOOK  
NOTES: \_\_\_ PRINTED \_\_\_ HANDWRITTEN \_\_\_ SIZE LIMITATION \_\_\_\_\_  
CALCULATOR: \_\_\_ NON-GRAPHING \_\_\_ GRAPHING \_\_\_ PERSONAL CALC (*no cell phones*)  
\_\_\_ OTHER ALLOWED RESOURCES (PLEASE DESCRIBE)  
\_\_\_\_\_  
\_\_\_\_\_

***Academic misconduct regulations will be enforced.***

- INSTRUCTIONS FOR ASC COORDINATOR/PROCTORS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for this information. 😊