THEOLOGY MAKEUP EXAM – PROCTOR REQUEST

Instructions:
1) Instructor or TA to fill out this form
2) Attach the exam to this form and deliver to office
3) Have student call the office main line at (414) 288-7170 to schedule an appointment

Completed form and exam must be received in the office before student may schedule appointment.

Name of Instructor or TA making request: ____________________________ Date of request: _____________

Student’s Name: ___________________________________________________________

Amount of time allowed for student to take exam: ☐ Limited to ________ minutes ☐ Unlimited

Other restrictions: ___________________________________________________________

Completed exam to be placed in mail box of: ☐ Instructor Print Name

☐ TA Print Name

TO BE COMPLETED BY OFFICE STAFF

Appointment scheduled for:

Date: ________________ Time: ________________

Student Phone # (optional): ___________________________

03/13