Testing Services
MAKE-UP TEST INFORMATION
(Students & Faculty)

Hennepin Technical College™

MAKE-UP TEST APPOINTMENTS   Scheduled make-up test appointments only. Contact the campus Testing Center for assistance or email testing@hennepintech.edu

BROOKLYN PARK CAMPUS   763.488.2590   **EDEN PRAIRIE CAMPUS**   952.995.1654

TESTING CENTER LOCATION   ROOM H140 (both campuses)

STUDENT MAKE-UP TESTING POLICY
The Testing Center offers Make-up Test services for all Hennepin Technical College students. The Make-up Test services offered are for those students who- due to an emergency and/or unforeseeable circumstance- cannot attend their registered course's original exam date. Make-up Testing is reserved for student on an individual basis and students must have prior approval from the course instructor. **NOTE:** *Make-Up Test services are not to be considered alternate test dates for students.*

STUDENT GUIDELINES
- ☒ Appointments are required and made on a space-available basis
- ☒ A valid photo ID is required at check-in
- ☒ Students who need testing accommodations must schedule testing arrangements with their campus Access Services Coordinator in the Learning Resource Center

  BROOKLYN PARK   **EDEN PRAIRIE**
  Toua Thao, Access Services   Hilary Dahlman, Access Services
  763-488-2477   952-995-1544
  toua.thao@hennepintech.edu   hilary.dahlman@hennepintech.edu

- ☒ Students must communicate to the instructor about their scheduled appointment time. Delivery of exams may take up to 1-2 business days (if not scanned and emailed).
- ☒ Any issues involving a testing/exam instructions or availability are to be brought up with the instructor. The Testing Center is not a liaison or an arbiter between the student and teacher. The Testing Center must abide by the instructor's written instructions.
- ☒ Cell phones are NOT allowed in the Testing Center

FACULTY GUIDELINES
- ☒ Attach a copy of the Make-up Testing Instructions Form to the test. This ensures that clear instructions will be given to the student prior to beginning the test, i.e. calculators, open book, test time limit, etc. The form can be found on the Make-up Testing page: https://hennepintech.edu/future-students/testing/make-up-testing.html
- ☒ Each test must have a Make-up Testing Instructions form attached. One form for multiple students is not acceptable.
- ☒ After two weeks, the Testing Center will return hard copy (exams dropped off by the Instructor) exams to the Instructor if the exams have not been scheduled/taken during that time.
- ☒ Once testing is completed, exams are scanned and digitally stored in the Testing Center as a backup in the event the original is damaged or lost during transit. The Testing Center purges all stored exams at semester's end.

Testing Services
MAKE-UP TEST EXAM INSTRUCTIONS
(FACULTY)

Hennepin Technical College™

PLEASE ATTACH THIS FORM TO THE STUDENT'S TEST

STUDENT NAME: _____

INSTRUCTOR NAME: _____

INSTRUCTOR PHONE (office): _____ INSTRUCTOR PHONE (mobile**): _____
**This number is ONLY used for in-process test issues/concerns arises where we can't reach you at your office extension. You can choose to decline.

INSTRUCTOR EMAIL: _____

COURSE NAME: _____ TEST NAME: _____

TEST INSTRUCTIONS (mark all that apply): DEADLINE: _____

☐ Untimed ☐ Open Book ☐ Calculator: (Type: _____)

☐ Timed: _____ minutes ☐ No Book/No Notes ☐ No Calculator ☐ D2L

☐ Dictionary ☐ Notecard ☐ Internet Usage (beyond D2L) ☐ On-line Book

OTHER INSTRUCTIONS (please specify): _____

_____

_____

TEST RETURN VIA: ☐ Scanned/emailed: _____

☐ Interoffice Mail: Campus: _____ ☐ Pick up at Testing Center

INSTRUCTOR SIGNATURE: _____ **DATE:** _____
Tests that are NOT taken within two weeks of the above date will be returned.

The Testing Center offers Make-up Test services to those HTC students who, due to an emergency situation and/or unforeseeable circumstance, are unable to attend the original exam date. Make-up Testing is reserved for students who have received prior approval from the course instructor and on an individual basis. **NOTE: Make-Up Testing is NOT to be used as an alternate test date for students.**

STUDENT IDENTITY VERIFICATION:
Identity falsification is subject to the disciplinary procedures outlined in the Hennepin Technical College Student Code of Conduct.

Printed Student Name: _____ Student Signature: _____

TESTING CENTER OFFICE USE ONLY:

SCHEDULED APPOINTMENT DATE:_____ SCHEDULED TIME: _____ _ ☐ AM ☐ PM

TEST PROCTORED BY: _____ START TIME: _____ ☐ AM ☐ PM

CAMPUS: ☐ BPC ☐ EPC: END TIME: _____ ☐ AM ☐ PM