



To book a missed/make-up exam in the Test Centre, please **complete** this form, have it **signed by your instructor** and **returned to the Test Centre**. Partially completed forms, or those that are not signed by the instructor will not be considered.

Students are **responsible** for arranging an alternate date for missed exams **with their instructor, completing** this form, and **returning** it to the Test Centre.

Please note that the Test Centre requires that bookings are made **at least 3 days in advance**. We strive to accommodate missed/make-up exams, but priority is given to providing space for our accommodated students.

You can contact tcentre@oldscollege.ca with any questions you may have.

Name	
Student ID #	
Course (ie. COM 1020)	
Section (ie. BM1)	
Today's date	
Name of missed exam (ie. Chapter 5-8 Quiz)	
Requested date for exam	
Requested time for exam	
Instructor name	
Instructor signature	
Other information	



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