

# SPECIAL FACULTY REQUEST

TEACHER: \_\_\_\_\_ PH #: \_\_\_\_\_

## FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Input by: \_\_\_\_\_ Date: \_\_\_\_\_  
Picked Up by: \_\_\_\_\_ Date: \_\_\_\_\_

### \*\*\*MAKEUP OR OTHER SPECIAL EXAMS\*\*\*

CLASS: \_\_\_\_\_ BARCODE: \_\_\_\_\_ DATES: START \_\_\_\_\_ END \_\_\_\_\_

STUDENT NAME(S): \_\_\_\_\_

#### EXAM INSTRUCTIONS:

Write on Test	English Dictionary	Programmable Calculator
Open Book	Foreign Dictionary	Non-programmable Calculator
Notes Allowed	Electronic Dictionary	Financial Calculator
Computer: _____	Time Limit: _____	Scratch Paper

Other Special Instructions: \_\_\_\_\_

### \*\*\*SCORING OF IN-CLASS EXAMS\*\*\*

Paper copy of class roster with student scores Points Per Question: \_\_\_\_\_

Paper copies of individual student reports with: Raw Score & % Questions Missed