



Computer Lab
 English Language Center
 Brigham Young University
 121 UPC
 Provo, UT 84602
 801-422-7289

Late Exam Form—Computer Tests

If a student misses an exam, and the teacher excuses it he or she may take the test late.

Teachers excusing the test must

- make sure that this is an exception that is being granted due to an extenuating circumstance (such as illness),
- complete the form fully below and sign his or her consent, and
- ensure the student understands he or she must arrive on-time Tuesday at 2:45 pm or forfeit the right to take the test.

To take a late test, the teacher must complete the information below (e.g student name, ID, exam, date, class, teacher, signature, etc).

After the form is completed, the student must

- take this completed form to 103 UPC,
- pay a \$5 late fee (no exceptions are made to this fee), and
- get this paper stamped.

After the fee has been paid and the form stamped, the student must **immediately**

- come into the lab and
- give this paper to the lab attendant.

The lab attendant will then sign the student up for the test and keep this form. Once the test is completed, the lab attendant will initial this form and keep it on file.

Late tests are administered Tuesdays at 2:45 pm. This form should be turned in on Monday (the day before).

Student Name		ID#	
Teacher (print)	Teacher (signature)	Level	Section
Which exam	Original date of exam	Class	
Late fee stamp	For Lab Use Only		
	LA	Date	Signup Date & Time