Guidelines for Proctoring COB Graduate Make-up Exams (2-1-16)

When a student in a graduate COB class has a valid reason for not being present on the night you administer an exam in your classroom, you can arrange to have your student take the make-up exam in the proctor center provided by the College of Business.

**When:** Thursday and Friday evenings, 6:00 – 10:00 p.m. (while COB graduate classes are in session, except for the first two weeks of a term). *(Special arrangements may be possible at other times, upon approval and availability, as this will generate an additional cost to COB.)*

**Where:** SB Hall 132 (student goes to this location at appointed time for exam)

**How:** When the need arises for a student to take a make-up exam, you should fill out the Proctor Cover Sheet for COB Make-up Exams and give the form and your exam to Gail Schroeder, either via hard copy (SBH 202) or email gschroeder@udallas.edu **AT LEAST ONE DAY IN ADVANCE**, preferably with more advance notice. *(Agnello Mendes – amendes@udallas.edu in the COB Business Resource Center in SBH 131. Veronica Pena (SBH 201), vpena@udallas.edu, may also assist, if Gail is unavailable.)*

Form available at **SECURE FACULTY FORMS LINK:**
[http://www.udallas.edu/cob/faculty/facultyforms.html](http://www.udallas.edu/cob/faculty/facultyforms.html)

**DO NOT** give an exam to a student worker. The proctor from the Testing Center will pick up the exam on the day it is to be given and will return it on the same day to the agreed upon, designated location arranged via the instructor and Gail.

If you have any questions, please feel free to contact Gail Schroeder at gschroeder@udallas.edu or 972-721-5398.

**NOTE:** For COB Undergraduate Classes, please contact Sheila Howard at showard@udallas.edu or 972-721-5303 regarding undergraduate make-up exams.

**NOTE:** This info is NOT for ADA exams, they are handled in a different manner via Jeff Taylor at jtaylor@udallas.edu or 972-721-5385.