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| Instructors*: attach the exam/quiz and complete all information below (the exam/quiz may be e-mailed with this form to the contact listed) | |
| Instructor's Name | |
| Course # & Title | |
| Student's Name | |
| Quiz/Exam # or Title | |
| Completion Date (required) | |
| Time Allowed (required) | |
| Directions (Check all that apply) | |
| <input type="checkbox"/> Closed Book <input type="checkbox"/> Open Book <input type="checkbox"/> Notes <input type="checkbox"/> Dictionary <input type="checkbox"/> Calculator <input type="checkbox"/> Other (specify) _____ | |

CONTACT INFORMATION FOR INSTRUCTORS & STUDENTS

| LOCATION | CONTACT / E-MAIL | PHONE# |
|-------------------------------|---|--|
| New Castle | Barbara Quattro NCmakeuptests@wilmu.edu | 302-356-6736 |
| Wilson Graduate Center | Site Office graduatecenter@wilmu.edu | 302-655-5400 |
| Middletown | Christina Darrah Christina.c.darrah@wilmu.edu | 302-295-1116 |
| North Wilmington | Lori Marvain lori.a.marvain@wilmu.edu | 302-295-1127 |
| Dover | Site Office dover@wilmu.edu | 302-734-2594 |
| Dover AFB | Natalie Vosbury Cindy Webb natalie.j.vosbury@wilmu.edu cindy.l.webb@wilmu.edu dafb@wilmu.edu | 302-342-8672 302-342-8673 302-674-5034 (MAIN#) 302-674-8726 |
| Georgetown | Site Office georgetown@wilmu.edu | 302-856-5780 |
| Rehoboth | Site Office rehoboth@wilmu.edu | 302-227-6295 |
| Mt. Laurel/Pemberton | Mary Gankiewicz Louise Babuschak mary.g.gankiewicz@wilmu.edu louise.l.babuschak@wilmu.edu | 856-222-9311 x2115 856-222-9311 x2116 |
| Cumberland | Amanda Mantshongo amanda.z.mantshongo@wilmu.edu | 856-691-8600 x551 OR x 552 |
| JB-MDL New Jersey | Sager-Carroll stefanie.a.sager-carroll@wilmu.edu | 609-694-8709 |

***Note to Instructors:**

- Please inform the student that he/she must contact the site to schedule an appointment. Make-up Exams/Quizzes will not be given unless an appointment has been made (in advance) by the student.
- **New Castle Campus Only:** Completed exams will be scanned and emailed to the instructor. As soon as the instructor advises the test bank the test is received and okay, the paper test will be destroyed. **All other sites:** check with the site representative.