

MAKE-UP EXAM REQUEST FORM
(REQUIRES A SCHEDULED APPOINTMENT)

Instructors*: Complete all information below. Click on the *envelope* in the form's menu, select 'send copy' (not 'send link'), type in the email address for your site, attach your exam and send the email.

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.