The CAE is pleased to offer a quiet, secure environment for students you have allowed to take a make-up test. To maintain a fair and secure service, these guidelines must be followed.

1. The CAE does not provide testing accommodations. Students with disabilities who need testing accommodations should continue to make these arrangements with the Counseling Office. Call 536-7207 for more information.

2. Proctors cannot act as time-keepers. Proctors will record the time the student begins and ends a test; the instructor is responsible for establishing the consequences of exceeding the time limit and communicating them to the student.

3. If you choose to allow a student to make up a test in the CAE, please make sure you discuss the following with your student before you bring the CAE a test:
   - The maximum time allowed to take the test (students must self-monitor),
   - The first and last date the student may take the test,
   - Materials the student is allowed to use and/or needs to bring when taking the test (the CAE will not provide scantrons, pencils, calculators, etc.),
   - Your last name and the name of the class (we may not be able to find the test if a student can’t tell us your name and/or the name of the class), and
   - The MUT Student Guidelines. Help ensure that your student is aware of our policies and her responsibilities. Copies can be found in the faculty lounges and online.

4. You must personally deliver the make-up test and completed cover sheet to Wynn 1310. The CAE will not administer MUTs sent through campus mail, delivered by a student, delivered without a cover sheet, or accompanied by an incomplete or illegible cover sheet. Be prepared to show your faculty ID (proctors may not know all instructors by sight). We strongly encourage you to pick up the completed exam personally, but we will deliver it through campus mail. The CAE cannot guarantee test security or timeliness of delivery if you choose the latter option.

5. MUT is a test proctoring service provided in the CAE. We do not create tests, and we are not able to answer content questions for students. We will follow the directions you provide on the cover sheet exactly. Please review your expectations, deadlines, and other salient information with the student before you send her to the CAE for a make-up test.

6. MUT is provided to instructors who choose to use it. Instructors who wish to offer make-up tests but do not want to be restricted by these guidelines are encouraged to continue working with their students in the manner they find most convenient.

7. Make-Up Testing is for students who missed an in-class exam. The CAE will not proctor tests to whole classes or large groups. Instructors who choose to allow MUTs should have a clear policy in place and in their syllabus to limit potential abuse. The CAE reserves the right to limit an individual student or instructor’s use of the service.