

## **To All Instructors:**

To leave an exam or a quiz in the Math Lab please note the following:

- Three pink folders are located in the second draw of the filing cabinet directly behind the receptionist's desk (ask for assistance if you can't locate it). One is for the Exams to Be Taken, another for Completed Exams, and a third for the "Make-up Request Form", all folders are to remain in the drawer.
- A "Make-up Request Form" must be completely filled out for each student. It is available to be filled out online or printed out to be filled out by hand.
- This form should be attached to the exam or quiz. The exam and request form can be emailed as attachments. ([mdupont@csusm.edu](mailto:mdupont@csusm.edu) or [sebri002@cougars.csusm.edu](mailto:sebri002@cougars.csusm.edu))
- Let the student know the closing time of the Math Lab so that they allow themselves enough time to finish (hours are posted at <http://www.csusm.edu/mathlab/index.html>)
- You will find the finished exams in a separate pink folder
- Leave our Make-up Form here in the lab (it is used for tracking purposes)
- If you remove an Uncompleted/Expired Exam from the Math Lab, be sure to fill in the Expired Date box in the upper right side of the Make-up Request Form, indicating that you took it back, and leave the form in the pink Make-up Exams folder. (So tutor won't spend time looking everyone for an exam that has been removed and the student can see documentation that you took it.)
- Feel free to stop by anytime and check the "Complete Exam" folder to see if your students have finished their exam or quiz, but remember to leave the "Make-up" exam form there in the drawer.

Thank you.