

# MAKE-UP TESTING

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Faculty can arrange make-up testing for a student enrolled in their class by submitting a completed Test Request Form (available in Canvas "Make-up Testing") to Testing Services via Canvas inbox. Testing is by appointment Monday through Friday. Contact [Testing@lssc.edu](mailto:Testing@lssc.edu) for additional information.

Faculty should inform the student about the test day and time, and materials permitted for use during testing (notes, calculator, formulas, extra paper, etc.).

Students must bring a photo ID and a writing utensil to the testing site. Materials not permitted during testing include, but are not limited to, hats, watches, purses, backpacks, and unauthorized electronic equipment. Students should check in to Testing Services on the Leesburg and South Lake Campuses, or the front desk at the Sumter Center at least 15 minutes before their test start time. Questions or concerns should be directed to [Testing@lssc.edu](mailto:Testing@lssc.edu).