

# Student Forms: Make-up Exam—Test Center

Last Modified on 04/26/2023 2:21 pm CDT

**This form is available for all faculty to fill out and must be initiated by faculty. Test Center space is limited so please make your requests at least two days in advance. Using the Test Center for make-up exams is intended for students who have had an extended illness or missed a test due to university-sanctioned activities.**

1. Search for the student's name and fill out your course information and the reason for the absence.
2. Fill out the make-up test date and time allotted for the exam.
3. Fill out the exam materials (all are optional to fill out with the exception of calculator type if yes is selected).
4. Attach the exam as a Word document or PDF or email it or bring a copy to the Test Center. Please make sure the Test Center receives the exam no later than 4 pm prior to the date of the make-up exam.
5. Select return method.
6. Submit.
7. The Test Center will review the date and time and confirmation will be sent to the student and instructor.

## Start eForm Now

### Searching for a list of all eForms?

1. Navigate to <https://eform.uwec.edu>.
2. Log in using your university username and password.
3. Click the **Start New Form** tab.
4. Select the form owner's department from the drop-down menu.

### Resuming a started and saved eForm?

1. Navigate to <https://eform.uwec.edu>.

2. Log in using your university username and password.
3. Click the **My Tasks** tab to view any forms that require your input.  
*NOTE: Must have clicked Save and Close for Later.*
4. Click the **View Forms in Progress** tab to view a form's progress that you initiated.

## Need help?

- [eForm FAQs](#)
  - If you need further assistance, contact the LTS Help Desk in Vikki Lord Larson 1106 at [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu) or 715-836-5711.
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