



COLLEGE FINAL EXAM RE-EXAMINATION REQUEST

FOR OFFICE USE ONLY

Exam Form _____

Materials _____

1. Please read the final re-examination policy and the policy on scholastic dishonesty on the back of this page. Then sign the statement below.

I understand and agree to obey by the examination regulations including those regarding scholastic dishonesty. I understand that I must pass the final exam with a grade of 70 or above in order to pass the course.

Signature

Date

2. **DO NOT** report to the testing center until you have been notified that the examination is available. You must take an APPROVED PHOTO ID to the testing center.

PRINT OR TYPE THE REQUESTED INFORMATION

UT EID				Course Number and Title:	
Name:				Phone: ()	Fax: ()
Last	First	M.I.	Maiden	E-mail:	
Address:			Apt. #	Is this a new street address?	Date of Birth: / /
Street				<input type="checkbox"/> Yes <input type="checkbox"/> No	
City	State	ZIP			

CHECK ONLY ONE OPTION

- I am an Austin-area student and will take my exam at the K-16 Education Testing Center at 3001 Lake Austin Blvd. Note: all Austin-area students must take their exams at the K-16 Education Testing Center, unless doing so presents an unreasonable hardship.
- I wish to take my examination at the testing center listed below.
Exams must be supervised at an official testing center at a college or university. All others must be approved in advance by the K-16 Education Testing Center. You may request approval in writing (uextesting@austin.utexas.edu). Please include in your request the proposed supervisor's name, official title, institutional address, and telephone number. Failure to make prior arrangements may result in the rejection of your exam application.

Supervisor's Full Name: _____

Supervisor's Official Title: _____ E-mail: _____

Institution: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____

METHOD OF PAYMENT - \$30.00 FEE APPLIES (NON-REFUNDABLE)

Credit Card: Discover MasterCard Visa

Name on Card: _____

Account Number _____ Expiration Date: _____

Check/Money Order
 Make payable to The University of Texas at Austin
 For all checks, please provide:

Driver's License No. of person signing check _____ State _____

Cash (Do not send cash in the mail.)

PROOF OF IDENTIFICATION

You must present a current photo ID to take the final exam.

RE-EXAMINATION POLICIES

If you fail the final exam but have at least a 70% average on all other coursework, you are eligible to take a re-examination. Submit your re-examination application and a \$30 non-refundable fee to University Extension as soon as you know you have failed your final exam. You will see your final exam grade posted in your course once the instructor has graded it.

Re-examination and grading must take place within two weeks of failing your final exam. If the grade on the reexamination is less than a C, a final course grade of F will be recorded.

SCHOLASTIC DISHONESTY STATEMENT

Evidence of scholastic dishonesty related to examinations in a distance education course will result in a grade of "F" on the examination and an "F" in the course. In this regard, scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion and any act designed to give an unfair academic advantage.

CHEATING includes, but is not limited to:

- copying from another student's paper;
- using materials not authorized by a testing proctor;
- possessing materials that are not authorized by a testing proctor, such as lessons, books, or notes;
- knowingly using or soliciting, in whole or in part, the contents of a test;
- substituting for another person, or permitting another person to substitute for oneself, in taking a test.
- collaborating with or seeking aid from another student without authorization during a test;
- using, buying, stealing, or transporting some or all of the contents of a test, test rubric, homework answer, or computer program;
- failing to comply with instructions given by the person administering the test.

PLAGIARISM includes, but is not limited to, appropriating, buying, receiving as a gift, or obtaining by any means someone else's work and then submitting that work for credit as if it were one's own.

COLLUSION includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

SPECIAL ACCOMMODATIONS

If you have a physical or learning disability, we will make every effort to accommodate your needs with special testing arrangements. However, in order to serve you best, we need to receive proper documentation describing the nature of your disability and suitable accommodations. If you have not yet submitted this documentation to our office, please enclose it with this exam request form.

CONTACT INFORMATION

Mail: University Extension
 UT at Austin
 P.O. Box 7637
 Austin, TX 78713-7637

Drop off: University Extension
 Development Office Bldg.
 2901 North IH-35, Suite 2.200
 Austin, TX 78722

Fax: (512) 471-2905
Web: www.utexas.edu/ce/uex/

E-mail: Scan and send as an
 e-mail to uex@austin.utexas.edu
 Be sure to include "Re-Exam
 Application" in the Subject Line.