To: Faculty Sponsors of students in major university events  
From: Agnes Vojta, Instructor-in-Charge of Physics 1135 (Engineering Physics I)  
Re: Taking tests at a different time/place on a Test Day  

A few students who take Physics 1135 (Engineering Physics I) encounter situations where they wish to participate in a major university event (e.g., an athletic competition) that occurs during the scheduled time of a Physics 1135 Test (5:00-6:00 p.m.) on specified Wednesdays announced in the Schedule of Courses before the beginning of the semester. To accommodate such students, the course policy states:

“Those participating in a major university or intercollegiate event (or scheduled class that offers NO makeups) on the day of an exam may take the exam on that day at some time other than the regular scheduled time if they have a formal excused absence to participate and if the event’s Faculty Sponsor can insure test security. To do this, you must submit a typed request to Dr. Vojta, signed by the event's university Faculty Sponsor, no later than the Tuesday the week before the test, describing the event and the sponsor’s willingness to arrange proctoring and insure test security.”

For those students who are enrolled in a scheduled class in conflict with the Physics 1135 common exams, the Physics 1135 staff can also offer the test on Test Wednesdays from 5:30-6:30 p.m. in the Physics Building if the scheduled course in conflict is a lab or has a test. Students who need to take the Physics 1135 Test during this alternative time slot for this reason must submit the same typed request mentioned above, signed by the professor in charge of the conflicting scheduled course. Then you need not concern yourself further. However, if this later on-campus test time does not fit into the student's needs, the student can take a Test at a different time (with a total duration of no more than 60 minutes), but only on the scheduled test day and only if YOU are willing to arrange proctoring and insure test security. There are two options:

Take Test on-campus earlier on a Test Wednesday  
If you have a student or group of students who want to take the test earlier in the day, I can arrange for the campus Testing Center to proctor it. But the student(s) cannot leave the Testing Center without escort before 5:00 p.m. The escort must remain with the student(s) until that time, making sure that they have no contact with any student who will take the exam at the regular place and time.

Take Test at an away site  
If the student cannot take the test earlier in the day on a Test Wednesday (e.g., leaves the day before for an away game), then the sponsor must pick up the test before leaving (if it is already prepared) or supply a FAX number where a copy of the test can be FAXed. The sponsor can then proctor the Test at the away site and return the completed test as promptly as feasible to the Physics office, 102 Physics Building. But even in this case, the sponsor must insure test security by making sure that they have no contact with any student who will take the exam at the regular place and time (5:00-6:00 p.m.). This includes phone contacts at an away event.  
Please hold cell-phones of students from the time they first come into your charge until late that evening until both away and on campus testing are both over.

If you are willing to take on this responsibility for some student(s), please send me a memo stating the particulars no later than the Tuesday the week before the Test, i.e. 8 days before the Test. Thank you.