Thursday, Sept. 12, 2019

History faculty/staff/TA’s: The first history dept. make-up exam session of the fall 2019 semester will be Friday, Sept. 27, 2019 in GAR 1.126 from 2:00 to 5:00pm. The proctor this semester is Alex Garza, a history graduate student. There will be a make-up exam session every Friday of the semester. The procedure will be the same as always. History faculty should bring the make-up tests to the history front desk, GAR 1.104 before the Friday test date with these things on it:

1. The student’s name
2. The professor’s name
3. The course number e.g. HIS 350L
4. The amount of time the student has to complete the exam

Please explain to the student ahead of time that the following things need to be brought to the test taking room, GAR 1.126 when arriving at 2:00pm for the make-up test:

1. U.T. photo ID card (this is an absolute MUST)
2. A blue book
3. Pen or pencil
4. A watch or other timepiece (not an iphone)

At the end of the test taking session the completed tests and blue books will be placed in the faculty or TA’s mail boxes. The make-up exam may also be emailed to me at mailto:jwhogan@austin.utexas.edu ahead of the test date. Please email or call me if you have any questions or suggestions concerning these make-up sessions.

Thank you,
Judy Hogan
512-471-3261

Michael: Please forward this email to the history TA’s. Thank you in advance.