



Department of Enrollment Services
Testing Center

Mellencamp Hall
PO Box 749
Milwaukee, WI
53201-0749
414 229-4689 *phone*
414 229-6940 *fax*

Final Exam Scanning Schedule for Fall 2008

The Testing Center will be open for final exam drop off and pick up as listed below. Exam turnaround time for this session will be four hours. Please plan accordingly.

Monday, December 15	8:00 a.m. – 6:00 p.m.
Tuesday, December 16	8:00 a.m. – 4:30 p.m.
Wednesday, December 17	8:00 a.m. – 4:30 p.m.
Thursday, December 18	8:00 a.m. – 4:30 p.m.
Friday, December 19	8:00 a.m. – 4:00 p.m.

Grades must be posted on Paws by Friday, December 26th.

If dropping off your exam after office hours, please consider using the white drop box, **(Mellencamp Hall mailbox)** located on the east side of Mellencamp Hall in the parking lot. Please include a completed green exam scoring request form, available in our office or through the website www.testingcenter.uwm.edu under Exam Services, Exam Scoring request form. To ensure timely processing, be sure to complete all the requested information. You may obtain waterproof Tyvek envelopes from our office. Exams will be checked in the following workday and will follow the turnaround schedule.

Answer sheets not picked up from the Testing Center two weeks after the end of the current semester will be shredded.

If you have concerns or questions please contact me at x6388.

Thank you,

Lisa Kasten, Supervisor