

Make-up Test Guideline

Make up tests can be done only with the full cooperation of the credit instructor. These tests must be reserved for special situations when a student is unable to complete the test in the classroom at the regularly scheduled time.

Please follow these simple steps:

1. Instructors will be asked to complete **Make-up Test Request Form** and submit it with the test to Student Services. After the instructor has delivered the test to Student Services, he or she must inform the student they are to schedule a time in Student Services to take the test, Make-up tests will not be accepted without this form attached.
2. Tests will be administered to one student at time in the Student Services office. Should an instructor have several students that need to complete a make-up test, the instructor must allow sufficient time in the test due date(s) for Student Services to administer the make-up tests.
3. Tests will be administered in Student Services during regular business hours, Monday - Thursday, 8:00 am - 6:30 pm, and Friday, 8:00 am - 4:30 pm. Students are responsible for scheduling their make-up tests during those hours.
4. Student will take the previously scheduled test in the Student Services office, following the directions provided by the instructor.
5. If the student is caught cheating during the make-up test in the Student Services office, the incident will be reported to the instructor authorizing the Test. The staff person observing the infraction will complete an incident report. The student's make-up test privileges in the Student Services office will be revoked for the remainder of the term.
6. Student Services staff carries the completed test to the instructor in a sealed envelope for him/her to correct the Test. At that time the instructor will initial the test verification portion the **Make-up Test Request Form**.
7. All completed **Make-up Test Request Forms** will be filed in Student Services in case confirmation of test completion needs to be reviewed for the current term. All records will be purged eight weeks after the close of the current term, allowing for students with incompletes to have the coursework reviewed by the instructor if necessary.

Make-Up Test Request Form

Instructors: Please complete this form, and bring it with the make-up test to Student Services Office. Inform your student to come to Student Services to schedule a make-up exam after submission of make-up test.

Name: _____ Student # _____

Course Name: _____ Course # _____

Instructor: _____ Phone: _____

Amount of testing time to complete the exam: _____

Original Test Date: _____ Test deadline date: _____

Instructor Signature: _____

Test Directions:

Please provide directions to guide Student Services in their administration of the test: ie. Open or closed book, use or no use of notes/study guides, use of calculators,

Test Verification of Steps:

(Please date and initial)

Student Services receives test from instructor: Date: _____ Received by: _____

Date of test completion: _____ Returned by: _____

Instructor receives test from Student Services: Date: _____ Received by: _____