December 2, 2013

Makeup exams recommended criteria

Makeup exams may be given at the discretion of each instructor and faculty may want to include criteria regarding makeup exams in their syllabi. Per AP 5070, provisions shall be made to accommodate students to reschedule a test or examination on a day that does not violate the student’s religious creed. In addition to religious holidays, faculty may allow makeup exams in the following situations:

- Medical issues
- Death in family/funeral
- Serious illness/injury of/caring for a student’s immediate family
- Accident involving the student, her/his family or their property
- An urgent situation imposed upon a student over which s/he has no control
- Students with a critical need who have their instructor’s authorization to take a makeup exam

In the event that a student misses an exam due to one of the aforementioned reasons and the instructor cannot administer the makeup exam, it may be scheduled at the Assessment & Testing Center. Make up exams are a courtesy service provided to faculty if space and time allow.

Procedure to schedule makeup exams in the Assessment & Testing Center:

- Instructor approves makeup exam (reason meets the criteria) and notifies student, including date by which to complete exam at ATC.
- Instructor contacts Assessment & Testing Center at assessment.testing@marin.edu to authorize student to take exam (date, length of time for exam, materials that may be used, etc.). Instructor provides all exam materials to ATC at least two working days in advance of exam.
- Student schedules appointment and Assessment & Testing Center staff administer test according to the guidelines specified and materials provided by the instructor.
- Unless other arrangements are made in advance, completed tests will be returned to the instructor’s mailbox in the mailroom, Kentfield campus, or sent to IVC via daily campus courier.