Makeup Tests at the Assessment and Testing Center – Information for Students and Faculty

In certain instances*, a student may be eligible to take a makeup test in the Assessment & Testing Center (ATC), SS238, Kentfield campus.

The Assessment & Testing Center has established specific times and days for makeup testing. This testing takes place at the Kentfield campus. In general, days and times are: **Monday-Tuesday-Wednesday-Thursday, 9:30 a.m. OR 1:30 p.m.**, with limited seating for each time segment. With advance planning, arrangements may be made to administer an exam at IVC.

After determining a student has met the criteria for taking a makeup test, the **instructor** contacts the Assessment & Testing Center at assessment.testing@marin.edu to authorize the student as approved to take a makeup exam. The instructor notifies the student that s/he may schedule the exam through the ATC. The Assessment & Testing Center staff will **not** schedule a makeup test requested by a student without prior authorization from the instructor.

Instructor will provide the following information to the Assessment & Testing Center:

- Name of student and course number and name
- The test form, materials normally provided by the instructor, and/or a list of additional materials allowed during the test, if any
- Amount of time student is allowed for the test
- Day and/or time the test offer expires

The Assessment & Testing Center staff do not grade, assess, advise or otherwise assist students with tests beyond providing test directions, test proctoring, and enforcing test restrictions specified by the instructor. The Assessment & Testing Center will not test students without appointments.

Students must have their College of Marin student number and provide photo identification (driver’s license, student ID card, etc.). Students who do not present a photo ID at the time of testing will not be allowed to test. Students who miss their appointment have to contact their instructor again to authorize rescheduling of the makeup test.

Unless other arrangements are made, completed tests will be returned to the instructor’s mailbox in the mailroom at the Kentfield campus, or sent to IVC via daily campus courier.

*Please see Makeup Exam Criteria