



Makeup Exam Procedure *(Effective 11/2007)*

Whenever a student has the opportunity to makeup a missed exam the instructor should try to arrange a makeup during regularly scheduled office hours or during another class. If that is not possible then:

1. Complete an Exam Administration Form (available on the Faculty Resource website).
2. Attach the exam to the form and leave it at the desk in the Library.
3. Notify the student of the dates the exam is available.
4. The Library Attendant will require the student to sign the form when they begin the exam.
5. The Library Attendant will initial the form when the student completes the exam.
6. The Instructor will pick up the completed form and exam from the Library Attendant immediately following the deadline.