

## **Make-up exams**

*Scope:* Faculty, staff, students

The following outlines the policy and procedures set for students who miss an exam and are enrolled in a course where the instructor allows make-up exams. Please note: *It is within each instructor's academic freedom to allow missed exams to be rescheduled or not, or require the completion of additional exams in place of a missed exam.* All students completing a make-up exam, written or practical, proctored by staff or faculty, will be charged the make-up exam fee for each exam.

The student is responsible for communicating with faculty and staff to schedule and complete missed exams. The student is *solely* responsible for arranging the make-up any practical portion of an examination to complete it directly with his or her instructor (the fee must still be paid and proof given to the instructor).

Missed examinations, written or practical, must be completed *prior* to the next scheduled meeting of the course or before the beginning of the next term, if the missed exam is a final exam. *If an exam is missed prior to a break week, the exam must be completed during break week and scheduled in the same manner as a regular makeup exam. Final exams taken as make-up exams during break week may delay receipt of financial aid for the following term. Only the instructor can approve a make-up exam to be taken prior to its scheduled classroom administration, or after the deadline of the next meeting of the course.*

Please note that during the summer term, classes usually meet twice a week; this significantly changes the timeline by when exams must be completed. Make-up exams must still be completed before the next meeting of the class, unless an instructor approves otherwise.

Staff-proctored written examinations may be completed in the designated testing room from 12:30pm to 2:00pm, Monday through Friday. Final written exams may be completed from 11:00am to 2:00pm, Monday through Friday. All exams must be completed by 2:00pm. *Exams scheduled during break weeks adhere to the same scheduling procedure as listed below – note that holidays in break weeks may not be available for taking make-up exams.* Exams proctored by the instructor may occur outside of this timeframe, as coordinated with the faculty member, but the fee should still be paid in the Finance Office.

Students who fail to complete their exam during their scheduled appointment will receive a zero on the examination.

### **Procedures**

Any student who needs to schedule a a make-up exam may do so by one of two methods:

1. *Scheduling in-office:* A student may visit the finance office in person at least 24 hours in advance of their requested exam date, complete the required form, and submit payment of the \$40 fee.

OR

2. *Online:* A student may submit their request through online payment of the \$40 fee through the AOMA website, and email submission of the completed request form. The form and proof of payment must be submitted at the same time and be received at least 24 business hours in advance of the desired date. Business hours are 9:00am to 5:00pm, Monday through Friday. *Exams may not be scheduled online during the weekend for an exam needing to be completed*

*on Monday. Exams will not be scheduled without verification of online payment. If an individual is submitting payment on your behalf in an online transaction, you must notify AOMA so that staff know that your exam fee has been paid and by whom.*

Online Fee Payment: <http://store.aoma.edu/category/fees.html>

Download Request Form: <https://aoma.edu/students/registrar/transcripts-and-forms>

Email to: [MakeUpExamRequest@aoma.edu](mailto:MakeUpExamRequest@aoma.edu)

On the day of the exam, the student will report to the designated testing room at the start time they have selected on their form to receive and complete their examination. Please note that exams will not be proctored earlier than the scheduled appointment.

- *Late arrival up to 15 minutes:* Total allotted exam time reduced by minutes late
- *Arriving more than 15 minutes late:* Exam must be rescheduled and exam fee paid again; individuals will not be allowed to test if arriving more than 15 minutes late from their selected exam start time.

If the administration is notified prior to the scheduled exam start time, the student may reschedule the exam without penalty.

*Exceptions to this policy must be submitted directly to the instructor of the course, who, if approved, must submit to the registrar via email the terms of rescheduling the exam. The make-up exam fee must still be paid.*

### ***Waiver of Make-up Exam Fee***

Under rare, unique, and dire circumstances, a student may apply for a waiver of make-up exam fee(s) to the President's Cabinet for consideration. Special situations that the cabinet will consider include, but are not limited to, hospitalization of student or student's dependents, death in immediate family, or an acute, sudden, severe illness. The waiver request may not be considered until after the student has completed the make-up (the student should complete the make-up in a timely manner regardless of submitting a waiver request). A completed waiver request should be submitted to student services.

For a waiver request, the student must submit the following:

- 1) student name, waiver request date, term-year
- 2) course(s) exam(s) and date(s) missed with dates of make-up exams
- 3) special circumstances for why the exams were missed,
- 4) brief explanation of why a waiver is in need, and
- 5) and supporting documentation that demonstrates special circumstances and need.

*Revised: April 2016, February 2019*