CLASSROOM MAKE-UP EXAM POLICIES AND GUIDELINES

Make-up testing is provided for students registered at College of DuPage who are unable to take their tests in the classroom.

Policies

1. Students must provide a photo ID and adhere to all Testing Center policies.
2. The Testing Center can accommodate open book/note tests with instructor approval. A private testing room will need to be reserved by the student.
3. The Testing Center does not collect/distribute homework.

Faculty Guidelines

Academic Testing Services offers two options for submitting Classroom Make-up Exams.

1) Exams may be delivered in person by the faculty member assigned to the class.
   - When delivering tests, instructors will fill in the Make-up Exam Information Form and attach the form to the exam(s). A home or cell phone number is required for staff use only and will be kept confidential. Items not listed on the form, i.e. calculator, will not be allowed.
   - If more than 10 exams per class, please contact the Testing Supervisor.
   - Each exam & Scantron (provided by instructor) should be clearly marked with course name and number, exam number, instructor’s name and student’s name.
   - Completed exams may be picked up by the instructor or returned via inter-office mail.

2) Instructors may submit exams through the Employee Portal via the Testing Center team site.
   - An instruction sheet must be completed online. All information similar to the current Make-up Exam Information Form will be requested.
   - Tests may be uploaded to the portal and will be printed when student arrives.
   - Completed tests may be picked up by the instructor or returned via inter-office mail.
   - Instructions may be found at www.cod.edu/testing under the section Tests Administered, Classroom Make-up Testing.

Rev: March 2018