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 because of special circumstances (illness, emergency, etc.).

**Policies**

1. Students must provide a photo ID.
2. The Testing Center cannot accommodate open book/note tests without prior approval. A private room will need to be reserved by the student.
3. The Testing Center cannot collect/distribute homework.
4. The Testing Center cannot accommodate entire classes.

**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.
   - Eight exams maximum allowed at one time for each class section.
   - 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 must be picked up by the instructor.

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](http://www.cod.edu/testing) under the section Tests Administered, Classroom Make-up Testing.