

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING
POLICY & PROCEDURE MANUAL**

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Subject: MAKE-UP EXAM	Original Issue Date: 1996	Policy #: 810
	Supersedes: March 26, 2020	Effective Date: March 30, 2023
Individuals / Committees Consulted: Semester Coordinators Curriculum Committee	Reviewed & Approved by: Faculty Organization SON Planning College Governance	Approved by: Dean, School of Nursing (signature on file) <hr/> Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To provide students with a one time opportunity to complete a make-up examination should an absence(s) occur.

POLICY:

Students who miss an exam for any reason may take a make-up exam.

- Ten percent will be deducted from the total points of each make-up exam.
- Students may grieve the 10% deduction if they believe extenuating circumstances caused them to miss the scheduled exam.
- Extenuating circumstances will be evaluated on a case-by-case basis.

Students who miss a quiz may not take a make-up quiz and a grade of zero will be assigned for that quiz.

A grade of zero will be assigned for the missed exam if the student:

- Fails to contact the semester coordinator/designee within designated time frames
- Arrives after another student taking the exam has completed and left the room
- Misses the scheduled make-up exam.

PROCEDURE:

Students who miss an exam must contact their semester coordinator/designee regarding a make-up exam within 24 hours of their return from their absence or within one week of the scheduled exam, whichever comes first.

Test item developer(s):

- Creates the makeup exam questions based on instructional objectives
- Utilizes a variety of formats.

The semester coordinator/designee:

- Schedules the make-up exam with the student(s) not later than two weeks after the initial exam
- Provides the student(s) with written notification of the date, time, and place of the exam.

Subject:

MAKE-UP EXAM

PROCEDURE DOCUMENTATION:

None

REFERENCES:

McDonald, M. E. (2014), *The nurse educator's guide to assessing learning outcomes*. Jones and Bartlett Publishers

REVISION DATES:

August 2, 2002

February 5, 2007

November 22, 2010

November 14, 2013

May 11, 2017

March 26, 2020

March 30, 2023