

**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: November 22, 2010	Effective Date: November 14, 2013
Committees Consulted: Semester Coordinators Nursing Practice	Reviewed & Approved by: Faculty Organization College Administrative	Approved by: Dean, School of Nursing (signature on file)

PURPOSE:

To provide students with an 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 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
- Misses the scheduled make-up exam
- Arrives late for the scheduled make-up exam, and any other student taking the make-up exam has completed it and left the room.

The make-up exam will be scheduled only once based on the number of students, class schedule, room availability, proctor availability, and test security.

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):

- Base test questions on the instructional objectives
- May use a different format from the original exam.

The semester coordinator/designee:

- Schedules the make-up exam with the student(s)
- Provides the student(s) with written notification of the date, time, and place of the exam.

PROCEDURE DOCUMENTATION:

Subject:
MAKE-UP EXAM

REFERENCES:

REVISION DATES:

August 2, 2002
February 5, 2007
November 22, 2010
November 14, 2013