

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

Page 1

Of 1

Subject: MAKE-UP EXAMINATION	Original Issue Date: 1996	Policy #: 810
	Supersedes: August, 2002	Effective Date: February 5, 2007
Committees Consulted: Semester Coordinators Professional Practice	Reviewed & Approved by: Faculty Organization	Approved by: (Signature on File) Dean, Nursing Programs

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 examination.

Failure to contact the course coordinator within the designated time period will result in a zero on the missed exam.

If the student misses the scheduled make-up examination, zero will be given for the missed exam.

There will be a ten percent deduction of total points from every make-up exam.

The make-up examination date and time will be based on consideration of the number of students requesting a make-up exam, class schedule, room availability, proctor availability and test security.

When a group of students are taking a make-up examination, once one student completes the exam and leaves the room, any tardy student cannot take the exam and therefore will receive zero for the exam.

PROCEDURE:

Test item developer(s):

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

The course coordinator will

- Schedule the make-up exam with the student
- Provide the student with the date, time, and place of examination in writing.

Students who miss an exam must contact their course coordinator regarding a make-up examination within twenty-four hours of their return from their absence or within one week of the scheduled exam (whichever comes first).

PROCEDURE DOCUMENTATION:

REFERENCES: