

Examinations, Quizzes, and Make-Up Work

Guidelines Concerning Examinations, Quizzes, and Make-Up Work

A. Daily quizzes, pop-tests, laboratory assignments, or other work which generates a daily grade **will not qualify** for make-up work. If an absence results in a missed daily grade, then the daily grade will stand as a **zero**. The decision to make exceptions to this rule rests with the individual instructor and individual situations would be considered only in light of “special circumstances.”

B. **Major Examinations** are those examinations that count more than 10% of the final grade as a single test grade and will follow the RPT course calendar in blackboard. **Major Examinations** qualify for make-up work if the absence is considered excused. It is the responsibility of the student to schedule a make-up examination with the instructor immediately upon return to school. The request for make-up work should be rendered in writing. If the student does not schedule make-up with the instructor within **TWO days** after their return to classes, then the instructor may not allow a make-up examination and the grade will stand as a zero. **The highest possible score on a major exam that must be rescheduled due to absence is 85%.**

Major Examinations will always be scheduled well in advance, therefore if an absence is anticipated on an exam date; the student should notify the instructor in advance of the date of testing.