

Make-up Exam Protocol

Students making up exams at the Access and Accommodations Center (AACE) must adhere to the following procedures:

1. To take a **make-up exam**, the student must submit both the Student Academic Accommodation letter and Testing Request Form (**TRF**) signed by the course instructor **two (2) business days** before the requested exam date.
 - a. A *make-up exam* is one that was **not** initially scheduled with AACE
 - b. There will be **no extended time** given during the exam. (Unless the student is approved for extended testing time)
2. All exams **MUST** be schedule within office hours as outlined below. Remember to factor in your extended time accommodation and class schedule.
 - Office hours:

Monday – Friday - *8:30 a.m. – 5: 15 p.m.

*Early or Late Testing Requests by Appointment – Contact Testing Coordinator by email or phone.
3. Late arrival/missed exams procedures:
 - If you arrive within 30 minutes of your exam, you may still take it; however, ODS will deduct the amount of time you are late from the exam time.
 - Failure to arrive within 30 minutes of your exam may result in a rescheduling of the make-up exam, if your instructor approves.
 - In case of an emergency, students must notify ODS **and** the instructor to reschedule the exam.
4. Only approved testing materials are allowed in testing area. ODS is not responsible for lost or stolen articles.
5. The testing area is monitored by closed circuit television.
6. Students must adhere to the Student Code of Conduct <http://codeofconduct.gsu.edu>.
7. Report excessive noise or disturbances to staff.

**ACKNOWLEDGMENT FORM
FOR MAKE-UP EXAMS**

By signing below, I acknowledge that I have read, understand and will adhere to the **Make-up Exam Protocol** of AACE.

Print Name

Signature

Panther ID#

The original signed document will remain on file in the students' academic accommodations records. The student may obtain a copy for their records.