

Makeup Exams-Instructor Directions

PLEASE ATTACH THIS FORM TO THE TEST AND PLACE IN THE ASSESSMENT AND TESTING CENTER MAILBOX.

In certain instances*, with approval by the instructor, a student may be eligible to take a makeup test in the Assessment and Testing Center (ATC), SS238, Kentfield campus. The Assessment and Testing Center has established specific times and days for makeup testing: Monday, Tuesday, Wednesday, Thursday at 9:30 am **OR** 1:30 pm, with limited seating for each time segment. With advance planning, arrangements may be made to administer an exam at IVC.

After determining a student has met the criteria for taking a makeup test, the instructor notifies the Assessment and Testing Center staff that the student is approved to take a makeup exam (assessment.testing@marin.edu). Please submit this completed form and testing materials to the Assessment and Testing Center MAILBOX or via email at least two working days before the exam is to be taken. The instructor should notify the student to contact the ATC to arrange for a testing appointment.

Students must have their College of Marin student number and provide photo identification to ATC staff (driver's license, student ID card, etc.). Students without photo ID at the time of testing will not be allowed to test. Once the expiration date set by the instructor has passed, the student must contact the instructor again to authorize any extension of the original test deadline.

The Assessment and Testing Center staff do not grade, assess, advise or otherwise assist students beyond providing test directions, test proctoring, and enforcing test restrictions specified by the instructor. The Assessment and Testing Center staff will not test students without appointments.

Unless other arrangements are made, completed tests will be returned to the instructor via his/her mailbox in the mailroom at the Kentfield campus, or sent to IVC via daily campus courier.

INSTRUCTOR WILL PROVIDE THE FOLLOWING INFORMATION:

Name of Instructor: _____

Name of student: _____

Course number and title: _____

Additional materials allowed during test (if any): _____

Amount of time student is allowed for test: _____ hour(s) _____ minute(s)

Date and time test offer EXPIRES: _____

Additional instructor directions:

*Please see makeup exams criteria