

**Guidelines for Makeup Testing at SRC**  
(Based on Faculty Senate approved Guidelines for Use)

Makeup testing is available on a limited basis to allow students to take tests that were missed because of excused absences. At the discretion of the instructor, students may take a test which they cannot take during regular class time. This service is for makeup up tests and DSS accommodations only; it is not a primary testing facility. Here are some examples of appropriate and in appropriate use of makeup tests.

**Examples of Appropriate Use**

1. A student misses a test because of illness. The instructor completes the SRC Makeup Testing Form and returns into the testing box located in the mailroom, along with the exam or email to [srcproctoring@dvc.edu](mailto:srcproctoring@dvc.edu) and informs the student of the date and time when s/he can take the test.
2. A student wants to improve his/her grade on a basic skills math test. The instructor brings a different form of the test to the testing room during its scheduled hours and the student takes the test on the day and at the time appointed by the instructor.

**Examples of Inappropriate Use**

1. An instructor sends an entire class to the center to take a test in order to save class time or because the test is too long for most students to complete during regular class time.
2. An instructor sends an online student to take a regularly scheduled test.
3. An instructor asks the staff person in charge to work beyond the scheduled hours of the center or to perform duties not assigned by the staff person's supervisor.