

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

Makeup testing in E164 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 in the center they cannot take during regular class time. The center 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 it to Ann Uawithya along with the exam and informs the student of the date and time when s/he can take the test in the assessment center.
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 center 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 the center to take a regularly scheduled test.
3. An instructor asks the staff person in charge of the center to work beyond the scheduled hours of the center or to perform duties not assigned by the staff person's supervisor.