



When a student completes an exam, the score earned is the score of record and there is no discretion for repeating the exam to improve the score. In general, a make-up exam as a result of a student's absence is not permitted. An instructor may administer a make-up written or practical examination under the following circumstances:

1. In the event of the student's unavoidable absence, beyond the student's control, and due to verifiable circumstances acceptable to the instructor. A make-up exam may not be used as a means of changing a grade (other than a grade of I, when applicable) or of delaying an exam for which the student is unprepared.
2. To participate in a university-sponsored or approved event that conflicts with the scheduled examination. In such cases, the individual student or group must receive written approval from the program dean in advance of the event. Approval of such cases is solely at the dean's discretion.

NOTE: Due to logistical complexity, it is not possible to offer make-ups for some practical examinations, including clinical skills assessments (CSA). In such cases, the student must take the exam at the next scheduled exam offering or onsite experience.

Since occupational therapy students are only on campus for one week per semester, missing a practical examination or Level I Fieldwork experience may delay progression to Level II Fieldwork experiences. Efforts will be made to arrange make-up times that accommodate both the student and faculty's schedule. It is not guaranteed that the makeup will occur in time for the student to begin their Level II Fieldwork as originally scheduled.

Notification of Absence

If a student finds that they must miss a written or practical examination, they are to notify the instructor and the dean/program director by telephone or email prior to the scheduled examination. If prior notice is not possible, the student must contact the instructor as soon as feasibly possible.

Make-up Request

To request a make-up exam, the student must contact the instructor to explain the circumstances that caused the student to miss the exam. The instructor may request documentary evidence of the circumstances at his/her discretion. If the circumstances causing the absence or interfering with exam preparation meet policy requirements, and are acceptable to the instructor, the make-up exam will be scheduled at the instructor's discretion as soon as possible. The course instructor may administer the make-up exams in the format of his/her choosing (which may be different than the format of the original exam). If the student fails to show-up for the make-up exam at the agreed upon time, the exam grade will be recorded as zero.

Related Policies: [Policy 1204 Attendance and Tardiness](#)
[Policy 1211 Grade Appeal](#)
[Policy 9001 Student Conduct](#)

Key Words: examination, make-up, missed, student progress

Policy 1223 Make-Up Examination

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