



Make-Up Examination for Students

PURPOSE
<ul style="list-style-type: none"> The Make-Up Examination program is a service offered by the Testing Center designed to alleviate proctoring demands of departmental personnel when an exam needs to be rescheduled for an individual. The program may provide greater flexibility for students when a make-up exam is necessary. The program is not intended to be a substitute for a student testing during regular course or exam times. This service should only be used when a need exists for the student to test at an alternate time.
COORDINATE WITH COURSE INSTRUCTOR
<ul style="list-style-type: none"> Students and instructors must be in communication about when the student is allowed to take a make-up exam. <ul style="list-style-type: none"> Appointments cannot be scheduled prior to the instructor submitting a Make-Up Exam Request form and the exam materials. Once the student verifies with the instructor that the materials have been submitted, the student can visit our website to schedule an appointment: http://testing.osu.edu/. Students are only allowed aides that the instructor has listed on the request form. Examples of aids: calculator, note sheet, open notes, open book, ruler, etc. Ensure that the instructor has included all information regarding the instructions for how to complete the exam. The Testing Center will not make any assumptions, and there are no default instructions for completing your exam. The Testing Center will not contact instructors on the student's behalf in order to obtain make-up exam requests or exam materials. It is the responsibility of the student to maintain a dialogue with the instructor to ensure all steps have been completed.
STUDENT APPOINTMENT SCHEDULING
<ul style="list-style-type: none"> Students cannot schedule an appointment prior to the Testing Center receiving the completed Make-Up Exam Request form or the exam materials. <ul style="list-style-type: none"> Once materials have been received, visit http://testing.osu.edu/ to schedule an appointment within the testing window that the instructor has provided. When scheduling an appointment, make sure your name appears exactly as it does on your BuckID. If it does not, you will not be allowed to take your exam. The Testing Center does not schedule appointments over the phone or in person. Late examinees will not be admitted. Exam materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.
TESTING CENTER REGULATIONS
<ul style="list-style-type: none"> The Testing Center has the following policies regarding cellular phones: <ul style="list-style-type: none"> Cellular phones are strictly prohibited inside of the testing rooms. Lockers are provided to store all personal belongings, including cellular phones. Cellular phones may not be accessed during exam periods, including breaks. Any examinee found using a cellular phone, including the phone ringing or vibrating, will be dismissed and this will be reported to the course instructor or the Committee on Academic Misconduct. Possession of any other electronic or recording device is also prohibited, including any photographic, recording, or communication devices. Any aids not strictly authorized by the instructor or section teaching assistant will be prohibited inside of the testing rooms. All examinees must arrive at the Testing Center on time. Any latecomers will not be permitted entry, even if the testing period is still ongoing. Students must adhere to all policies set forth by the Code of Student Conduct, available online at http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf. Violations of the Code of Student Conduct or any Testing Center policy will be reported to the course instructor.
MISCELLANEOUS
<ul style="list-style-type: none"> Students with disabilities must register and work through the Office of Disability Services. Visit http://www.ods.ohio-state.edu/ for more information. General questions should be directed to esue-testing@osu.edu or (614) 292-2241. Make-Up Exam Request forms, Instructions for Instructors, and Instructions for Students are all available for download on our website.