

Process for Make-up exams.

If you have an emergency or illness that prevents you from taking your scheduled classroom exam, you should contact your instructor ASAP to let them know of your situation. Inform them that you would like to make the necessary arrangements to make-up the exam. Instructors may choose for you to test with them or schedule to take the exam in the Testing Center.

To make-up your exam in the Testing Center (Galesburg Campus) you will need to contact testing staff at 341-5323 to schedule an appointment. Due to limited staff coverage, a 24 hour notice is required.

(Note: If you walk-in without an appointment you may not be able to take your exam; as appointment times may be limited due to the volume of testing conducted in the Testing Center).

Once you have scheduled your exam you should notify your instructor to let them know of your appointment. This will allow them the opportunity to forward the necessary exam materials to the Testing Center.

When you arrive for your testing appointment you will be required to provide the course number and instructor's name for the exam you wish to complete; as well as photo ID to verify your identity. Staff will then provide you with the allowable testing materials, assign you a seat and proceed to proctor the testing session according to instructor guidelines.

Upon completion of testing, your exam materials will be processed and forwarded to your instructor.