

Course Examination Make-Up Testing Policies and Procedures

Policies:

All faculty members may request course Make-Up or Accommodated Testing at the Bucks Testing Center.

Make-up Tests, in the context of this service, are scheduled course exams missed by 1 to 4 students per course examination administered. Groups beyond that size should be handled by the faculty member.

Accommodated tests are tests for students with accommodations approved by TAO that cannot be administered in a classroom setting.

Exams will be returned to instructors at the end of each semester, unless a later date is indicated on the Test Request Form instructions.

The Make-Up Testing Schedule and the eLearning testing schedule are the same. They can be viewed on-line at www.bucks.edu/testing.

Faculty members are encouraged to follow the procedures below.

Procedures

1. Be sure to complete all the information on the Make-Up Test Request Form for each student.
2. The Request Form should be emailed to testing@bucks.edu. All test materials, with copies needed for all students, are to be brought to the Testing Center either in person by the instructor or support staff.
3. After each student completes the test, it will be placed in the completed test location in the Testing Center for pick up.

Remind all students that a **current government photo ID** is required to test, no exceptions.

*The Make-Up Testing Schedule is available on-line at www.bucks.edu/testing.
All Make-Up Testing is handled on a walk-in basis. Appointments are not taken.
Students must be seated and testing no later than 1 hour prior to closing.*

Testing Staff may be reached at 215-968-8466 or at testing@bucks.edu