

Sociology and Anthropology

Make-up Exam Assistance Program

Faculty Instructions

According to university policy “Students absent from regularly scheduled examinations because of authorized University activities will have the opportunity to take them at an alternate time. Such make-up exams should be of comparable difficulty to the original examination.”

Beyond the policy above, no instructor is obligated to offer make-up exams.

Participation in the make-up exam assistance program by faculty is optional. Faculty may choose to offer make-up exams on their own time or through their own graduate assistants. Or not at all.

Most semesters, sessions will be offered once a week (Fridays) beginning **the third week of classes**. The last session will be **during dead week**. Sessions will begin at 2:30 to 4:30. Please do not send students earlier. Also, office staff does not schedule or monitor make-up exams. It is the responsibility of instructors and/or GTAs to work with students who cannot come during the Friday sessions.

A different Graduate Teaching Assistant is scheduled to provide make-up exam proctoring for the Division each week. The location will vary. We no longer have a conference room on the 3rd floor and will be using other rooms as can be scheduled. All instructors will be notified where sessions will be held once they have been scheduled.

- Exams must be placed in the make-up exam folder in the main office by instructors or graduate assistants.
- Exams must have STUDENT NAMES written on them or a list of names attached to multiple exams. Those students who do not have an exam associated with their name will be sent back to the instructor.
- On the day of the exam session, the assigned graduate assistant will pick up the exam folder in the main office and, as students arrive, will have them sign in and ask to see student I.D.s to match up with exams on file. **This is why it is important that student names be included with your exams.**
- Students are only allowed one make-up exam per course, per semester.
- Students must take their exam within one week of the original exam time (there will be one exam session within that week).
- All exams in the exam folder will be returned to instructors at the end of each make-up exam session. This should keep the number of students attending each session down to a manageable level
- Any special arrangements for exams to be taken on days or times other than those scheduled for the make-up exam assistance program need to be handled by instructors independent of this program.

Instructors who do not participate in the division’s weekly make-up exam sessions may use their own discretion in making alternative arrangements with students.