Make-up Test Policy

If you would like your student to take a make-up test proctored by either Shannon or Nancy, here are the new guidelines to help streamline the process for everyone.

Please have your student schedule an appointment to take their make-up. There are two options for scheduling. All computer-based tests (Powerpoint, ARTstor image group, etc.) must use Option A.

**Option A:** The student will contact Shannon to schedule and take their test in the VRC sometime during regular open hours (M-Th, 9am-2pm). This is the option that would be the quietest for the student.

**Option B:** The student will contact Nancy to schedule and take their test in the mailroom inside the main office during regular open hours (M-F, 8:30am-5pm). Only completely paper-based tests can be taken in the main office.

In addition to having your student schedule an appointment for the make-up test, please contact Shannon and Nancy by email or in person with the name of the student and any detailed instructions that go with the test papers. As soon as the student has scheduled an appointment, we will contact you with the day and time. When the test is complete, we will place the test papers in your mailbox.

Please remember that we are trying to help you by providing this service. We just need to make sure that we can also get our own work done in a timely manner.

If you have any questions, please let us know.