

BUSINESS DEPARTMENT

Make-Up Exam Policy

The staff in the SLAC Lab (Room MLC 707) and the Business Lab (Room OC 307) will proctor makeup exams. Check the lab hours schedule for times to take the make-up exam.

Prior approval from the instructor is needed, before any exam is taken. Advise the instructor as to which lab you desire to use in taking a make-up exam. The exam will remain in the lab for a limited time, so make sure to complete the exam within the specified time period.

Students will be required to sign-in before receiving the exam and sign-out upon completion of the exam.

Students will need to present a photo identification card (i.e., drivers license, state id, SAC id, military id, etc.) before the exam will be released. The identification document will be returned at the time the student signs out and returns the exam.

Book bags, drinks and food will not be allowed into the testing area. No books or other equipment will be allowed without prior notification from the instructor to the staff.

Students will not be permitted to leave testing area for any reason, while taking an exam. Students, who leave the testing area, will have their exam taken up and will not be allowed to complete it.