

**Ohio Valley University
Office of Student Success**

Make Up Test Policy

Allowing students to make up tests should be the exception and not a regular practice. A good reasons to allow a make-up exam would be an absence due to a school related event or a serious illness or injury, and these should be communicated with the professor in advance whenever possible.

In the event that a student has a legitimate need to make up an exam, please complete the following form and provide it to the Office of Student success at least 3 business days in advance whenever possible.

Today's Date _____

Student Name _____

Instructor Name _____

Course _____

Test Subject (ie. Chapter 2) _____

Original Test Date _____

Make Up Test Date _____

Reason for Make up _____

Specific Instructions: (E.g. Notes permitted, open book, calculator allowed, etc.)

Please submit this form at least three days in advance along with a copy of the test.

Please pick up the test from the Office of Student Success within 1 week of it being administered.

We will not send completed tests with the student.