Durham Technical Community College
Center for Academic Excellence
Make-Up Test Student Guidelines

To ensure a quiet, secure testing area, these guidelines must be followed.

**Talk to your instructor.** The CAE does not create make-up tests; your instructor does. If you have not made arrangements with your instructor before you come to the CAE, there will not be a make-up test for you to take.

**Talk to your instructor!** If you are unable to complete the test, if you miss the deadline to take the test, or if any other problems come up, talk to your instructor. The proctor is following instructions provided by your instructor and cannot make decisions in his or her place.

**Bring a photo ID.** Make-up tests will not be administered to a student who does not have photo identification. Acceptable forms of ID are your current Durham Tech student ID, driver’s license, passport, military ID, or employer ID with photo.

**Leave the kids at home.** Durham Technical Community College policy prohibits the presence of children during all class meetings, examinations, advising, and tutoring.

**Leave your electronic devices behind.** The CAE has lockers for your use. You must leave all personal belongings in a locker while you are taking a make-up test; remember to turn your cell phone off. If you need to leave an emergency number, use the CAE phone number, 536-7231 X 2404 or campus security, 536-7255 X 5500.

**Snack before the test.** We cannot allow food or drinks in the testing area.

**Plan your visit.** Make sure you understand what materials you are allowed to use (calculator? notes? book? others?) and what materials you are expected to bring (scantron? colored pencils? others?); arrive with enough time to complete the test; use the restroom before you begin the exam. Once you begin a make-up test, you must give your exam to the proctor when you leave, and your test will be considered completed.

**Be on time.** The CAE will not give tests beyond the deadline set by the instructor and will stop giving new tests one hour before we close. All tests will be collected no later than fifteen minutes before we close.

**Follow the academic honesty policy.** Any student found seeking assistance or using materials not allowed by the instructor will be asked to leave the CAE and reported to the instructor.

**Follow the student code of conduct.** The student code of conduct applies everywhere on campus, including the CAE.

**Understand your instructor’s policy.** Not all instructors allow make-up tests. Make sure you understand your instructor’s policy. If you don’t, check your syllabus or ask your instructor. The CAE only proctors make-up tests provided by an instructor.

Revised 1/11/10