



# Sheridan Institute of Technology and Advanced Learning School of Continuing Education

1430 Trafalgar Road, Oakville, ON L6H 2L1  
905-845-9430 x2690 (Trafalgar)

7899 McLaughlin Road, Brampton, ON L6Y 5H9  
905-459-7533 x5190 (Davis)

## Makeup Test Policy - Teacher Procedures

Tests and exams are to be written in class on the scheduled date.

Exceptions may be considered at the discretion of the instructor. In such cases, the instructor may allow the student to write the test/exam after the scheduled test date, provided the student contacts their instructor to advise them of the situation.

- Medical documentation is required for medical situations.
- Requests based on compassionate or other grounds must be submitted in writing.

In situations where a student knows in advance that they will not be available on the scheduled test/exam date, they must contact their instructor in writing prior to the scheduled test date providing:

- an explanation, and
- a request to write the test on an alternate date

In these situations, the test/exam must be written in advance of the scheduled test date.

All tests/exams not written on the scheduled test date must be written in the Test Centre as per Continuing Education procedures. The only exceptions are tests requiring the use of a computer. In these cases, arrangements should be made with the instructor to write in class on an alternate date.

**All students who will be using the Test Centre for the purpose of makeup tests must pay a \$10.00 fee. There will no longer be any exceptions to this policy.**

1. Review the student's written request for a makeup test.
2. Determine if a makeup will be permitted.
3. Establish a reasonable deadline by which the test must be completed and communicate this deadline to the student.

### Test Centre Hours

#### Skills Training Centre - Room A18

Skills Training Centre:  
905-845-9430, ext. 8100

Monday to Friday:  
9:00 a.m. - 4:30 p.m.

\*Thursday Evening:  
5:00 p.m. - 8:00 p.m.

#### Davis, Room B123, Lower Level

Monday to Friday:  
9:00 a.m. - 4:30 p.m.

\*Tuesday & Thursday  
Evenings:  
5:00 p.m. - 8:00 p.m.

*\*by appointment only  
at least 24 hours in  
advance*

*All students who will be  
using the Test Centre for  
the purpose of makeup  
tests must pay a \$10.00  
fee. There will no longer  
be any exceptions to  
this policy.*

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*All tests or exams not written on the scheduled test date must be written in the Test Centre. You must have the student email your program support contact to make these arrangements.*

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4. Provide your Continuing Education support person with a copy of the test/exam along with the following information
  - a. Student Name
  - b. Time Limit
  - c. Deadline
  - d. Open or Closed Book
  - e. Aids allowed (e.g. calculators, formula sheet, etc)

5. Advise the student to contact the appropriate support person to schedule the test. The support person must have the exam prior to booking a time with the student.

6. **For Final Exams Only:**

- i. Submit final grades for other students and assign an "I" grade to the student(s) writing the late exam.
- ii. **\*Reminder** when assigning an "I" grade that you must go online and complete the Incomplete Grade Form. Part A of this form must be completed in full by the instructor and signed by the instructor and the student. Once the form has been completed and signed, please return to our office for the Associate Dean's approval .We will then return the duly signed form to you with the completed test.
- iii. Mark the late exam, calculate the final grade and complete Part B of the "I" grade form. Return the completed form to our office for grade processing. **A copy of this completed form must be returned to our office by the end of week four of the subsequent term.**

**\*Incomplete grade forms and grade change forms**

- a) Forms can be obtained from our website by going to the Office of the Registrar Intranet through Access Sheridan.
- b) Go directly to Access Sheridan <https://access.sheridaninstitute.ca>.
- c) Login using your network username and password.
- d) From the Access Sheridan portal scroll down to the Office of the Registrar and select the Office of the Registrar Intranet link.
- e) At the Quick Links box at the bottom of this page select Staff Resources.
- f) The incomplete grade forms and grade change forms are included in the section titled Academic Advisement/Grading Resources. Select Incomplete Grade form when assigning an I grade or select Grade change form when adjusting a letter grade.