PURPOSE
The purpose of the School of Nursing Missed Exam/Makeup Review Operating Policy and Procedure (SON OP) is to ensure missed exams/makeups are consistent irrespective of who teaches the course or when the course is taught. The Program Council has the responsibility to review and recommend to the General Faculty changes in exam makeup policies to maintain the integrity of the exams and curriculum.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE
The missed exam/makeup procedure pertains to all exams, with the exception of quizzes. The procedure ensures all exam makeups are conducted in the same manner. Changes in components require approval through the process developed and monitored by the Program council.

Students are expected to be logged into their computer, prepared to start the exam five (5) minutes prior to the scheduled exam time. To allow time for issues with computers, Wi-Fi, or entry, it is highly recommended that students begin logging in to the exam 30 minutes prior to the scheduled exam time.

Students must show appropriate ID or they will not be allowed to take the exam. All forms of identification must be valid and meet the following requirements:

- Government-issued, non-expired, printed name, recent photograph, and signature
- Student ID badge (preferred), driver's license, passport books and cards, military identification card, permanent residence card, or provincial/territorial or state identification card.

A. Makeup Exam Decision Tree (Missed Exams with Notification)

- The Traditional Undergraduate Program faculty understand that difficult circumstances may arise and impact an already existing exam schedule. Exam schedules are posted at the beginning of the semester. Any concerns about an exam date should be communicated as soon as possible.
- All makeup exams will be an alternative equivalent exam and must include five to ten nontraditional test items (e.g. fill-in-the-blank, true/false, short answer).
- Students may make up 2 exams in a course if the student has provided appropriate notice (greater than 30 minutes prior to the scheduled exam start time) to the course facilitator(s).
  - If a student foresees the need of a makeup exam within 24 hours of the scheduled exam time, it is recommended that the student call the course facilitator.
  - If a student foresees the need of a makeup exam greater than 24 hours of the scheduled exam time, emailing the course facilitator and/or scheduling a meeting to discuss is recommended.
- The first absence, with appropriate notice, will result in the administration of a makeup exam that must be scheduled and completed within 5 business days (8:00a.m.-5:00p.m. CST) of the scheduled exam time with the next business day counting as Day 1. It is up to the student to contact the faculty member for a rescheduled exam. If the makeup exam is missed, or more than five (5) business days passes, the value of the missed exam will be added to the final exam.
• The second absence (including makeup exams) will result in the value of the missed exam being added to the final exam percentage. For example, if the missed exam is worth 10% and the final exam is worth 10%, the student’s final exam will be worth 20%. It is recommended that for the second absence of an exam in any course, that the student contact leadership.
• In the event of a third missed exam, the leadership team will be contacted (case-by-case basis).
• For Final Exams, see below under Final Exam heading.

B. No Call-No Show Events (Missed Exams without Notification)
• Students who have not notified faculty of an absence 30 minutes prior to exam start time or started testing by 30 minutes after the scheduled exam time (online proctored) or if missing required testing components (picture ID) will not be allowed to test unless documentation from Educational Technology of computer issues occurs.
• The first occurrence is treated as a no call-no show event for an exam and will result in the value of the missed exam percentage being added to the final exam percentage. For example, if the missed exam is worth 10% and the final exam is worth 10%, the student’s final exam will be worth 20%.
• If students have an additional occurrence resulting in two no-call-no-show events in a single course, both missed exams will be awarded a grade of 0.

C. Final Exams
• A final exam will be allowed to be made up with no penalty if it is the first or second absence with proper notification, as identified in Part A. The student may receive an alternate form of the final exam.
• If students experience a no call-no show event for the final exam and it is their first exam missed, the student will take the exam as soon as possible. The final exam will be scheduled at faculty discretion, with a preferred timeframe within 24 hours.
• The student may receive an alternate form, and the student will be penalized a total of 15 points off the final exam grade (If the final exam is an ATI final, the deduction will be from the adjusted final exam grade).
• If students experience a no-call-no-show event for the final exam and it is their second exam missed due to a no-call-no-show, the student will receive a 0 on the final exam.