

## Make-up Test Instructions for Students EFFECTIVE SPRING 2020

Class attendance, including test days, is an important part of your OCC education. For each of your classes, your instructor should provide you with a course syllabus that includes the attendance policy and make-up test policy for that class. It is your responsibility to take ownership of your success by making every effort to attend all classes and to be present in class for all quizzes and tests.\* Remember, there are no make-ups in real life!

However, emergencies do happen, so IF any of your instructors give permission for make-up testing:

1. Check with your instructors to find out when you can make-up your tests.
2. If you're coming to take a paper/pencil test, no appointment is necessary, but it is recommended.
3. If you need to use a computer for your test, you must make an appointment, and you have to schedule an appointment at least 48 hours in advance of your desired test date and time.
  - a. Schedule appointments at [go.ocean.edu/test](http://go.ocean.edu/test) (It will not work using Internet Explorer)
    - i. When scheduling, if you do not see your instructor's name listed with your test, scroll all the way to the bottom of the list of exams and choose the very last test name that begins with "ZZZ".
4. It is your responsibility to make sure you allow for enough time to finish your test in one seating. Check with your instructor to find out how much time you are allowed to make sure you come early enough to finish before you need to leave or before the Testing Center closes. [Check the website for our hours](#).
  - a. If you come here too late to be able use all of your time before we close, you will be required to sign a waiver saying you understand you don't have the full test time allowed and, if you don't finish the test by closing time, you will not be able to come back and finish at another time.
5. Valid photo ID is required for ALL testing: driver's license, current OCC Student ID card or even a current, signed U.S. passport or another form of valid and current government issued ID.

### ***No ID, no test!***

6. You will need to know your instructor's name. We do not have that information for you, and we cannot administer your test without it.
7. Your instructors will provide us with testing instructions and a completion date that we must follow with no exceptions.
  - a. We only accept changes directly from instructors, and we will not administer tests past the due date.
8. We accept only test materials; we will not send any other assignments to your instructors on your behalf.

If you have any questions or if you have trouble using our online appointment scheduling tool, please stop by (ground floor of the Library, Bldg. 3, Room 014) or call us at 732.255.0401.

### **\*Accommodation Testing for Students with Approved Accommodation Plans**

If your Accommodation Plan includes an accommodation for extra time, reduced distraction and/or the use of a calculator, books or notes, you will likely be taking your tests in the Testing Center. Please follow the instructions above to schedule your tests. Valid photo ID is required for everyone.

**Students with the following approved accommodation services must contact the Testing Center at least one full week in advance of your test date via email at [accommodations@ocean.edu](mailto:accommodations@ocean.edu):**

- Reader or scribe
- Private testing room
- Adaptive computer or software
- Other accommodations requiring separate testing space

**After you submit your notice to [accommodations@ocean.edu](mailto:accommodations@ocean.edu), you will receive instructions to then schedule your tests online.**

It is your responsibility to work with your instructors to ensure you can schedule your tests with the appropriate accommodations in time to meet their test deadlines. We'll be happy to accommodate you with your own equipment, providing you have your instructor's permission. It is not always possible to schedule these tests on the same day and time as your class. If you have any questions regarding Testing Center accommodations, please email [accommodations@ocean.edu](mailto:accommodations@ocean.edu).