



# 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 - Student 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. (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.)

### Student Procedures

- 1) Submit a written request to instructor for a makeup test/exam.
- 2) Confirm with your instructor that a makeup test/exam will be permitted.
- 3) Confirm the test deadline with your instructor.

### 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.*

*Contact the Continuing Education support person to schedule a time to write the test prior to the deadline. Your instructor will give you the name of this person.*

- 4) Contact the Continuing Education support person to schedule a time to write the test prior to the deadline. Your instructor will give you the name of this person. When you call, you will be required to give your:
  - a. Name
  - b. Telephone number
  - c. Student number
  - d. Course name
  - e. Instructor name
- 5) **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.**
  - a. Before 4:30 p.m.: Pay at the Registrar's Office and take the receipt with you to the Test Centre.
  - b. After 4:30 p.m.: Proceed directly to the Test Centre and pay by cheque or exact cash.
- 6) Show photo ID at the Test Centre.
- 7) Show receipt at the Test Centre (if paid at Registrar's Office.)

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