

Policy for Missed Tests and Repeated Work

The following policy applies to hour tests given during the semester.

All Tests Taken

If you take all the tests, your lowest test grade is discarded when determining your average at the end of the semester.

One Test Missed

If you miss one test, you are not allowed to make it up. (This policy is followed *regardless of the reasons* you missed the test.) Instead, the grade of the missed test is counted as the lowest grade and discarded as stated above. All remaining test grades are counted in the average.

More Tests Missed

If you miss more than one test, the first test you missed is handled as stated above under “One Test Missed” and the rest that you missed are counted as zeros and are not dropped. (Again, this policy is followed *regardless of the reasons* you missed the tests.)

Remarks

You should always be aware of the test schedule. You will always be told in advance when you are going to have a test.

If you had a grade of at least 70 in the last test you took¹ in the course and you know in advance that you will not be able to take the next test at its scheduled time (due to work, a doctor's appointment, etc.) let the instructor know *before* the time of the next test. The instructor may let you take the test at an alternate time, which must be *before* the scheduled time of the following test (or before the scheduled time of the third test if you are making up the first hour test or by the end of the semester if you are making up the last hour test). If you do not take the test at the alternate time, the instructor, at his discretion, may drop the test or count the test as a zero according to the policy given above. *You may make up only one test.*

(*Note:* Tests taken during the class period *before* the scheduled time for a test are not counted as make up tests. Let the instructor know by the day before the test if you need to take the test before its scheduled time.)

Repeated Work

Tests once taken cannot be repeated, including the Final. Work resubmitted after the due date will not be accepted; only work submitted by the due date will count as part of your grade.

¹If you are requesting an alternate time for the *first* test you have to take the second test at its regularly scheduled time and obtain a grade of at least 70.