Make-up Test Instructions for Students
EFFECTIVE SPRING 2018

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. Please use this link: *go.ocean.edu/test* to make an appointment for your test. (Do not use Internet Explorer.)
    a. You'll need to schedule at least 48 hours in advance for all computer tests. *Walk-ins are not allowed for tests on computer.*
    b. For paper/pencil make-up tests, you'll need to schedule at least 24 hours in advance. We can only accept walk-ins if we have the seating available.
2. It is your responsibility to make sure you schedule for the full time allowed for your test. You should check with your instructor BEFORE scheduling to make sure you come early enough to give yourself the full time allowed before you have other commitments or before the Testing Center closes. Check the website for our hours.
    a. If you come too late to use the full amount of time allowed, but you still want to take your test, you will be required to sign a waiver to say 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.
3. Valid photo ID is required for ALL testing, so don't forget to bring your 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!
4. For all testing, we need you to provide us with the name of your instructor. We do not have that information for you, and we will not be able to administer your test without the instructor's name.
5. Your instructors will provide us with Proctor Request Forms that include a completion date and testing instructions. The Testing Center will follow the instructions on the forms, with no exceptions or changes, and we will not administer tests past the due date. Also, 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 504 Plans
If your 504 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:
*   **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, you will receive instruction 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.