Make-Up Exam Process

1. To take a make-up exam, it first needs to be approved by your instructor. You must make arrangements with your instructor prior to scheduling an appointment.

2. An appointment is required to take the make-up exam. Please schedule an appointment using the STUDENT MAKE-UP EXAM FORM. The form must be completed at least five (5) business days before the scheduled exam to allow for necessary staffing.

ASSESSMENT CENTER MAKE-UP TESTING HOURS
(by appointment only)

Tuesdays: 9:00 AM – 2:00 PM
Thursdays: 2:00 PM – 7:00 PM
Fridays: 8:00 AM – 10:00 AM

Located on the 2nd floor of the Library Building, L-223
Assessment Center phone: (714) 564-6148