When to Use Makeup Testing

Makeup Testing is a service provided by Testing Services for students who have missed an exam to take their proctored academic exam in the Testing Center. Makeup exam appointments must be scheduled using RegisterBlast.

Makeup Testing is available for students who cannot test with the rest of class, have missed the deadline date for an exam, or need to take an exam before the exam window is open. Instructors will submit materials for a student's Makeup Test, and the exam will be proctored in one of the Testing Center campus locations.

Requesting a Makeup Test

Instructors who allow makeup tests in their course can offer students the opportunity to take a makeup exam at one of the Testing Center campus locations (Columbus, Delaware, Dublin). Instructors will submit the exam materials through RegisterBlast. When entering the information for the test, Please select, "Only subgroup of student(s), and then choose " Make-up exam" Then each student's information must be entered under the "Eligibility and Restrictions" section. Other information required includes:

- **Student Information** - Student information can be entered into RegisterBlast. There is a limit of 5 makeup exams per test, per course (NOT per synonym). Enter up to 5 students' information. If you have more than 5 students who need to take a makeup exam for the same test, contact Testing Services

- **Exam Information** - Paper exams must have the instructor name and course information on the exam document. Instructors *must allow 3 business days* for uploaded exams to be processed and approved. ***If the exam has already been submitted through RegisterBlast, instructors do not need to submit again. They will email student information to*** *academictest@cscc.edu*

- **Instructors Do Not Edit Exams After Submission** - If any edits to an exam are needed (updated exam documents, new deadline dates, etc.), instructors should email academictest@cscc.edu with instructions for changes

Makeup Exam Appointments

Students must make an appointment in RegisterBlast to take a makeup exam. Students can schedule a makeup exam at either the Columbus, Delaware & Dublin Testing Center location, unless the instructor has indicated they must test at a specific location. Instructors must communicate location stipulations to students.

Students can schedule their makeup exam appointments here. Appointments must be scheduled at least 24 hours in advance.

Makeup Exam Return

Instructors may pick up makeup exams from the Testing Center. If an exam is taken at the Delaware Campus Testing Center and the instructor would like to pick up at the Columbus location, the exam can be mailed to WD-223. If the student tests at the Columbus location, and the exam needs to be returned to Delaware, the exam will be mailed to the respective Testing Center.

Instructors should choose the pickup location on the exam submission form in RegisterBlast.

Other Items

- **Students Are Limited to 2 Makeup Exams per Semester** - If a student misses more than 2 exams in class, they should explore other options for testing. Students qualified for Out-of-Region testing may use that service to take their exams. More information on Out-of-Region testing can be found here. If a student does not qualify for Out-of-Region Testing, but misses more than 2 tests in class, they will need to make other arrangements with their instructor to complete their exams

- **Makeup Exams Will Not be Offered In Lieu of Class Meeting** - If the instructor has had to cancel class, they will need to reschedule a time for students to test in class

For step-by-step instructions on how to upload exams to RegisterBlast, refer to the Faculty Test Submission Guide, located under "Faculty Resources" on the Academic Testing webpage.