



## Make-Up Form

Last updated May 25, 2023

As per IPESA, Section 2.4,

“Valid documentation could permit a student to re-take missed evaluations. This must be submitted to the Dean of Students within two (2) school days of return to school from an absence. Failure to comply with this deadline will eliminate the possibility of a re-take.

The re-take period is specified at the beginning of each semester.

[...]

Students may not write make-up exams to increase marks.”

Student Name & Student ID: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Course: \_\_\_\_\_ Original Date & Time of the Evaluation: \_\_\_\_\_

Teacher: \_\_\_\_\_

### Check all the boxes that apply to your request:

- Reader    Computer    Computer & Spell check    Typed Memory Aid    Calculator  
 Dictionary    Quiet Space    Other (please specify) \_\_\_\_\_

Student's Signature: \_\_\_\_\_

### FOR THE OFFICE TO FILL OUT

Make-Up    Grade Re-distribution    Alternative Evaluation

Teacher contacted    Student Contacted

Make-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Invigilator: \_\_\_\_\_ Room#: \_\_\_\_\_