

EXAM POLICY

Attention all E-learning students, the exam policy will be strictly enforced:

1. Students must report at the time and place for midterm and final exams according to the published schedule.
2. Students will be prohibited from coming into the classroom after 15 minutes of the scheduled exam time. To prevent cheating, all students must only bring two #2 pencils, photo ID, and any required assignments that must be submitted to the instructor.
3. If you miss an exam, you may be allowed to take a make-up according to the make-up exam published schedule. However, to be eligible for a make-up exam, you must present an acceptable excuse to the proctor (acceptable excuses: class conflict, obituary, doctor's excuse, or subpoena) **AND** a written or e-mail permission statement from your E-Learning Instructors allowing you to take the make-up exam. **If you have a WCCS class conflict, you must notify the instructor on the 1ST day of login to get approval to take the make-up exam.**
4. Not completing the scheduled exam or make-up exam may result in course failure; this will be left to the discretion of the individual instructor. If an alternative make-up time is allowed by your instructor, he/she is solely responsible for administering the test.
5. For the fall and spring semester, the WCCS E-Learning Exam Schedule is organized by exam sites (Selma, Clanton, and Troy) date, time, and, as applicable, room assignments for full, first, and second mini session classes. Make-up exam schedules are listed as well.

(*Additional exam sites for the summer semesters will include: Auburn and Tuscaloosa.)

Make-Up Exam

- Instructors may allow a student to take a make-up exam according to the published schedule if the student presents acceptable documentation of the reason for his/her absence: doctor's excuse, obituary, jury duty, or WCCS class conflict. Other acceptable excuses may be determined by the instructor.
- Once the instructor determines eligibility for a make-up exam, the instructor must send a written or email permission statement to the designated proctor to allow for the make-up. Instructors should communicate to their students that missing a make-up exam may result in course failure. (This will be left to the discretion of the individual instructor.) If the instructor allows an alternative make-up time, he/she is solely responsible for administering the test.

Exam Sites:

- **Selma:** Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, AL 36702
Contact: Karen Bradsell
(334) 876-9313
kbradsell@wccs.edu
- **Clanton:** Chilton County High School
1214 7th St. S
Clanton, AL 35045
Contact: Paula Thornton
(205)280-2995
pthornton@chilton.k12.al.us

- **Troy:** Troy University
1101 South Brundidge Street Suite 107
Troy, AL 36082
Contact: Dendy Moseley
(334) 670-3653
dmosley@stars.troy.edu

*Dual Enrollment/High School students will follow the published Dual Enrollment Exam schedule that is forward to all high school counselors at the beginning of each semester.

Make-Up Exam Sites

- **ALL MAKE UP EXAMS WILL BE ADMINISTERED IN SELMA.** The make-up exams will be administered by Karen Bradsell and Felicia Sanders according to the published exam schedule.