

ATTENTION ALL E-LEARNING STUDENTS

The testing policies will be followed strictly:

- 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 testing 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: obituary, doctor's excuse, or subpoena) AND a written or e-mail permission statement from your E-Learning Instructor allowing you to take the make-up exam. If you have a WCCS class conflict, you must notify the instructor by the 1ST WEEK of class 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. The WCCS E-Learning Exam Schedule is organized by testing sites (Selma, Clanton, and Troy), date, time, and, as applicable, room assignments for full, first, and second session classes. Make-up exam schedules are listed as well.**

Make-Up Exam Policies

- 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.**

Make-Up Testing Sites

- ALL MAKE UP EXAMS WILL BE ADMINISTERED IN SELMA. The make-up exams will be administered by Mrs. Bradsell in Selma in the Hank Sanders Technology Center (HSTC) according to the published exam schedule.**

Exam Testing Locations:

- **Selma exams will be administered by the instructor in Selma according to the published exam schedule.**
- **Clanton exams will be administered by Mrs. Thornton and Tammy Lewis at Chilton County High School according to the published exam schedule.**
- **Troy exams will administered by Mr. Keith Sessions at the campus of Troy University - 1101 South Brundidge Street Suite 107, Extended Learning Center according to the published exam schedule.**
- **High Schools according to the published Dual Enrollment Exam schedule.**