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.