

## **Make-Up Exam Process**

1. To take a make-up exam, it first needs to be approved by your instructor. You must make arrangements with your instructor prior to scheduling an appointment.
2. An appointment is required to take the make-up exam. Please schedule an appointment using the [STUDENT MAKE-UP EXAM FORM](#). The form must be completed at least five (5) business days before the scheduled exam to allow for necessary staffing.

## **ASSESSMENT CENTER MAKE-UP TESTING HOURS (by appointment only)**

Tuesdays: 9:00 AM – 2:00 PM

Thursdays: 2:00 PM – 7:00 PM

Fridays: 8:00 AM – 10:00 AM

Located on the 2<sup>nd</sup> floor of the Library Building, L-223

Assessment Center phone: (714) 564-6148