

Missed Tests and Missed Classes Policy

Missed Tests

Adequate notice will be given of impending tests and, if the student is not present, the result is recorded as zero. The instructor may make an exception and allow the test to be written at an alternative time provided that:

- The instructor is notified prior to the missed test
- A medical certificate is presented as proof of the learner's inability to have been present at the scheduled time, or
- The instructor has agreed at least 24 hours in advance that there is justification for the learner to be absent at the scheduled time.

**Please Note: The Medical Certificate MUST be an original certificate from a certified Canadian Physician and must be given to the instructor on the first day the student returns to class from the absence and must cover all the dates the student has missed.*

Late Arrival for Test Writing

- If a student arrives after the start of a test, the instructor may choose to not permit the student to enter the room.
- Students arriving late, if permitted to write the test, will not be allotted extra time to complete the test.
- Under no circumstances can a student enter the room to begin an evaluation after a student has left the room.
- Documentation as to why the student missed the test must be provided the same day if the student wishes to write the test at a future date/time.

Please refer to the [Test and Exam Writing Proto \(2000-1-6\)](#) for more information on written evaluations.

Missed Classes

Students on an international student visa are required to be in every scheduled class.

Students who are sick, or need a leave of absence, may miss up to 2 days of an SCFL course, 4 days of a block course, or 2 weeks of a regular term course, with appropriate documentation.

Examples of this acceptable documentation include:

- Doctor's note
- Death Certificate (Funeral)

A student who misses more than 2 days of a SCFL course, 4 days of a block course, or 2 weeks of a regular semester course may be withdrawn from a course. Students will be required to cover the cost of the makeup course.

A student who misses more than 1 major (worth 25% or more) in class evaluation, without reasonable documentation, may be required to repeat the course.

A student who frequently produces medical certificates may be required to provide other supplemental documentation.