Advice on how to deal with requests for make-up tests and other accommodations

(Note: This does not apply to final exams, final course assignments***, nor components worth less than 10% of the final grade; the latter are at the complete discretion of the Instructor)

First off, here is the link to the departmental policy on make-up tests and assignments (from page 11 of the course instructor handbook http://www.psychology.uwo.ca/pdfs/course-instructor-manual.pdf)
The policy on Final exams immediately follows, on page 12.

If students must miss a midterm test or the deadline of an assignment worth 10% or more of the final grade for any reason (illness, compassionate grounds, time conflicts with another test*, three tests in a 24-hour period), they must go to the Academic Counselling Office of their home Faculty with documentation. Note: For privacy reasons, Instructors SHOULD NOT ask to see this documentation.

If the Academic counsellor determines that the documentation is valid, the counselor will either contact the instructor directly via email or through the Extranet** to confirm that the documentation is valid. Instructors may then make the appropriate accommodation. If you have any questions or concerns about the accommodation being requested, contact Academic Counselling in the student’s home Faculty.***

* When a student has two midterms at the same time, in-class tests have priority over other tests. In case of disputes over which exam to write, contact Academic Counselling in the student’s home Faculty.

**The Extranet-based procedure has recently been introduced. I hope to soon receive information about the rationale and procedures for this new approval process, which I will then forward to you.

***Note: For missed final exams or delays in the submission of end of term assignments, students must also obtain a “Recommendation for a Special Exam’ or “Recommendation of Incomplete“ form from their home Faculty)
**What this means for you as the Instructor:**

1. Advise students to contact their home Faculty's Academic Counselling Office (i.e., NOT the Psychology Undergraduate Advising office) immediately to request permission to write a make-up test or get an extension on an assignment.

2. Inform students that they should be prepared to provide the Academic Counselling Office with the necessary documentation. Social Science students can be referred to: [http://counselling.ssc.uwo.ca/procedures/having_problems/index.html](http://counselling.ssc.uwo.ca/procedures/having_problems/index.html)

3. To guard against cheating, make-up tests should not be identical to their regularly-scheduled counterparts.

You are within your rights as an instructor to have your make-up tests/exams in a different format (e.g. short answer, essay, multiple choice) than the regularly-scheduled test/exams. There is a good chance that doing so will cut down on the number of student requests for make-ups and decrease the potential for academic offenses. The make-up test/exam should, to the extent possible, tap the equivalent breadth and depth of knowledge and abilities as the regular test/exam and be otherwise reasonable. Ideally, this difference in format will be specified in the course outline. But if not, students should be informed both in class and in writing (via an announcement posted on and emailed from the course OWL site) of the format difference at least two weeks in advance of the test/exam in question.

An alternate approach is to craft make-up exams with questions that are the same format as those in the regularly scheduled exams but tapping different content. We recognize that developing and scoring two versions of mid-terms (or finals) can be a time-consuming task, but it does decrease the likelihood of cheating. At the very least, students should be told that the make-up test may be different. Moreover, the cover page of the make-up should not list the date, time and location of the regularly scheduled test.

4. You may allow students to write the make-up tests before you have received notification from the Faculty Academic Counsellor. However, you should issue a "0" for that component of the course unless/until you receive the notification.

5. Instructors are expected to administer (or ask their TAs to administer) at least one make-up test.
You should let students know in advance when and where it will be held. It is best to hold the make-up no sooner than four days after the originally scheduled test (to give ill students a chance to recover) and no later than ten days thereafter.
For make-up exams being written by up to eight students, you may book a room by contacting Beata Jaroslawski (beata@uwo.ca)

If you need a larger room, contact Sue Williams at ext. 84861 or swilliam@uwo.ca and she can book a room elsewhere on campus.

6. For students unable to write your make-up at the designated time, you are certainly free to offer them a make-up at an alternate time. This make-up could be administered by you or your TA or can be administered by the Psychology Department.

7. The Departmental administered make-up tests will be held every Friday from Oct. 23rd through Dec. 19th, 9:30-12:30 in Room 7405/09. Details available here: (Link to Departmental Exam Service memo will be inserted here).

8. The Departmental Make-up Test Service comes with three caveats:

   A. We do not want students to come to expect this “service”, which was developed to decrease the burden on Instructors and TAs and not for students’ convenience. Accordingly, please do not tell students up front about the possibility of writing a Friday am make-up test in Room SCC 7405/09. Rather, this option only should be offered to those with a compelling reason for not taking your make-up test(s). For the same reason, when offering a student a Friday am make-up test, please present it as a make-up exam for your course and not as part of the “Departmental Make-up Service.”

   B. If a student is to write a Friday am make-up test, you need to notify Susan Smith-Goddard at least 24 hours in advance (i.e., by 9 am Thursday). If no students are scheduled to write an exam by then, the exam will be cancelled. This is because the proctors hired to administer these make-ups must be given 24 hours notice if the test is cancelled; otherwise they are to be paid for the hours not worked, an inefficient use of departmental resources.

   C. We are offering this service in the Fall 2014 semester on a trial basis. Whether it continues beyond that point will depend on the uptake and how smoothly the process runs. The procedural details (again, outline in a file attached to this email and soon to be posted on the Resources for Instructions section of our Departmental webpage) might be adjusted once we have a sense of how things work in practice. If so, you will be notified of the changes.