

OHS Make-up Exam Policy

Planned Exam Absences

Any student expecting to miss an exam due to personal circumstance or dental school related commitments (i.e. interview) *may* be eligible for a make-up exam. It is preferred to work around the exam schedule if possible. If it is unavoidable, reach out to the Course Director as soon as you become aware of the conflict and copy Dr. Davies and Andrew Best to determine options.

Unplanned Exam Absences

We recognize that issues can arise suddenly and unexpectedly (e.g., illness, injury, personal or family emergency). In these instances, OHS students, please contact your Course Director, Dr. Davies and Andrew Best as soon as possible. The Course Director will provide a date and time for a make-up exam.

Review and Make-Up Time

All requests for exam absences, planned and unplanned, must be reviewed and approved by the OHS Director in consultation with Course Director **before the examination start time**, unless the student is incapacitated. Students are not allowed to self-authorize absences from exams; such instances will result in a score of zero for the missed examination.

The date and time of make-up exams are determined at the **discretion of the Course Director**. Some exams will take place at the end of the semester (in which the course was taught) with DMD the students and other exams may be taken during the semester as soon as possible after the missed exam.
