

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 that students schedule commitments around the exam schedule. If a conflict is unavoidable, students **MUST** reach out to the Course Director, OHS Program Director, and OHS Program Manager as soon as they become aware of the conflict.

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 must contact the relevant Course Director, OHS Program Director, and OHS Program Manager as soon as possible prior to the exam.

Absence Approval and Make-Up Exam

All requests for exam absences, planned and unplanned, must be reviewed and approved by the OHS Program 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) and other exams may be taken during the semester as soon as possible after the missed exam.
