TEST

POLICY
Late/Missed Appointments, Tests and Exams

Student Development Centre
Brock University

(905) 688-5550
Ext. 3240

Hours: Monday - Friday
8:30 am - 12:00, 1:00 - 4:30 pm

TESTS AND EXAMS

Unnecessary expenses result when students arrive late or miss a test or exam which we have prearranged for them. Therefore, students who arrive late to write their test(s) or exam(s) will have that time deducted from their total allotted time.

No late fee will be charged unless the student arrives 30 minutes (or more) late to write a FINAL exam. In this case, in accordance with University exam security policy, the student will not be allowed to write the final exam and will be charged the missed exam fee of $20.

If you cannot attend a test or exam at the pre-arranged time, you can avoid the charge by phoning the SDC during regular office hours AT LEAST 24 HOURS IN ADVANCE to cancel. (Note: Weekends are included, e.g. a test/exam scheduled for 11:00 am on Monday must be cancelled by 11:00 am Sunday.)

It is policy that you must pay the fee before you may book any further appointments or have any further tests or exams arranged for you. If there are clearly extenuating circumstances, please call or come in and ask to speak with the SDC Director, Cathie Closs.

Written notice of the fee will be sent to your address one week after your missed appointment/test/exam. If you have not paid the fee at the SDC within ten working days of the date on the notice, a charge of $20 will be noted in your University records and will remain on record until you arrange payment. (Note: the University will not grant degrees or send out transcripts as long as there are charges on your record.) Payment at the Student Development Centre will be accepted in the form of cash, certified cheque or money order (payable to Brock University).