



The
Grammar
School
Nicosia



1963

MAKE-UP TEST POLICY

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Make-Up Tests Policy

1.1 Conduct of Make-Up Tests

Make-up tests will be conducted during regular class time. The relevant Head of Department will provide instructions based on the individual case.

1.2 Procedure for Eligibility for Make-Up Tests

To be eligible for a make-up test, students who have missed the regular test, must present a **valid written excuse** on the day they return to school, to the teacher(s) involved. This must be approved by the Head of Department and/or Headmaster.

Without the note, students are not allowed to take a make-up test.

1.3 Scheduling Conflicts

The make-up test date will not be affected by the scheduling of a regular test on the same or following dates.

1.4 Absence from Make-Up Tests

If a student does not show up for a make-up test, a mark of zero will be recorded. The case will be reevaluated at the end of the semester by the Head of the Department and Headmasters.

1.5 Scope of Make-Up Tests

Teachers may extend the coverage of tested material if the make-up test is scheduled more than one week after the original test.

1.6 Valid Reasons for Missing Tests

Tests should only be missed in cases of emergency, illness, unavoidable circumstances, scheduled school activities, or external exams on that day.

1.7 Limit on Missed Tests

No more than two tests (for all subjects) can be missed in a semester unless the absence on the test day is due to a serious illness or any other valid/acceptable reason as defined above and in the “**Absences Lateness and Early Dismissal Policy**”.

1.8 Notification of Absence

In the case of absence on the day of a test, students/parents must contact the appropriate Head of Department as soon as possible via email or phone. This contact must be followed

up with a written explanation for the missed test, such as a doctor's note as explained in the "**Absences Lateness and Early Dismissal Policy**".

1.9 Arrangements for Missed Tests

The student should make arrangements with the subject teacher for the missed test.

1.10 Attendance on the Day of Make-Up Test

Students must be **present** for **all their lessons** on the **day** of the make-up test.
