



The  
Grammar  
School  
Nicosia



# MAKE-UP TEST POLICY

**POLICY APPROVED:** JUNE 2025

**NEXT REVIEW DATE:** JUNE 2026

**PERSON IN CHARGE:** MR STEPHEN PATSALOS  
(HEADMASTER OFFICE)

## Contents

1.1	Conduct of Make-Up Tests .....	2
1.2	Procedure For Eligibility for Make-Up Tests .....	2
1.3	Scheduling Conflicts.....	2
1.4	Absence from Make-Up Tests .....	2
1.5	Scope of Make-Up Tests .....	2
1.6	Valid Reasons for Missing Tests.....	2
1.7	Limit on Missed Tests .....	3
1.8	Notification of Absence.....	3
1.9	Arrangements for Missed Tests .....	3
1.10	Attendance on the Day of Make-Up Test .....	3

# 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

### Submitting a Doctor's Note:

- Students who miss a regular test must upload a doctor's note to their teacher(s) via Teams **on the day they return to school.**
- **Without a valid doctor's note, students will not be permitted to take a make-up test.**

### Providing the Hardcopy:

- In addition to the submission of the doctor's note through Teams, students must provide a hardcopy of the doctor's note to the school secretaries:
  - **Years 1-4:** Submit the hardcopy to the **front desk secretaries.**
  - **Years 5-7:** Submit the hardcopy to the **Head Secretary's office.**

## 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

A student may miss only one test per subject each semester. If a second test in the same subject is missed, the doctor's note submitted must specify a serious medical condition.

## 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.

---