



The
Grammar
School
Nicosia



1963

MAKE-UP TEST POLICY

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PERSON RESPONSIBLE: Mr Stephen Patsalos (Headmaster Office)

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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

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.
