

# Wallace Community College Selma

## E-Learning Exam Policy

**Attention all E-Learning students, the exam policy will be strictly enforced:**

1. Students must report at the time and place for midterm and final exams according to the published schedule.
2. Students will be prohibited from coming into the classroom after 15 minutes of the scheduled exam time.
3. To verify student identification, all students must bring a valid photo ID and sign their name to the course sign-in sheet.
4. To ensure academic integrity, all students must only bring two #2 pencils, photo ID, and any required assignments that must be submitted to the instructor.
5. Not completing the scheduled exam or make-up exam may result in course failure; this will be left to the discretion of the individual instructor. If an alternative make-up time is allowed by your instructor, he/she is solely responsible for administering the test.
6. For the fall and spring semester, the WCCS E-Learning Exam Schedule is organized by exam sites (Selma, Montgomery, and Wilcox) date, time, and, as applicable, room assignments for full, first, and second mini session classes. Make-up exam schedules are listed as well.

(\*Additional exam sites for the summer semesters will include: Auburn and Tuscaloosa.)

### Make-Up Exam

- If you miss an exam, you may be allowed to take a make-up according to the make-up exam published schedule. However, to be eligible for a make-up exam, you must present an acceptable excuse to the proctor (acceptable excuses: class conflict, obituary, doctor's excuse, or subpoena) **AND** a written or e-mail permission statement from your E-Learning Instructors allowing you to take the make-up exam. Other acceptable excuses may be determined by the instructor. **If you have a WCCS class conflict, you must notify the instructor on the 1<sup>ST</sup> day of login to get approval to take the make-up exam. All make-up exams must be taken within a week of the original exam date unless there are extenuating circumstances.**

*Note: Make-up Exams are administered only for part-time instructors. Please see the E-Learning Student Handbook on the E-Learning website to identify part-time instructors. Full-time instructors administer their own makeup exams. Therefore, you must make arrangements with your full-time instructor.*

- Once the instructor determines eligibility for a make-up exam, the instructor must send a written or email permission statement to the designated proctor to allow for the make-up.

## Exam Sites:

- **Selma:** Wallace Community College Selma  
3000 Earl Goodwin Parkway  
Selma, AL 36702
- **Montgomery:** Faulkner University  
Harris College of Business  
Room 109  
5345 Atlanta Hwy  
Montgomery, AL 36109
- **Wilcox:** Wilcox Central High School  
1310 T L Threadgill Rd  
Camden, AL 36726

*Please note: For summer semesters, the Wilcox exam site will change. Please see most recent copy of E-Learning Exam Schedule for exact location.*

\*Dual Enrollment/High School students will follow the published Dual Enrollment Exam schedule that is forwarded to all high school counselors at the beginning of each semester.

## Make-Up Exam Sites

- **ALL MAKE UP EXAMS WILL BE ADMINISTERED IN SELMA.** The make-up exams will be administered at the WCCS Main Campus in Selma according to the published exam schedule.