STUDENTS MISSING EXAMINATIONS

Scope

This policy applies to all schools under the jurisdiction of the Cape Breton-Victoria Regional School Board.

Purpose

This policy provides guidelines for students unable to write formal examinations.

Policy Statement

The Cape Breton-Victoria Regional School Board recognizes that formal examinations are an integral part of the evaluation/assessment of students’ academic performance.

Cross Reference

Authorization

The policy has been authorized by the Board under motions number 99-355.

Responsibility

It is the responsibility of the Director of Programs and Student Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Coordinator of School Services will implement the policy and administrative procedures.
Procedures

1. Make-up examinations must be written in cases where formal examinations are missed.

2. Students may be eligible for make-up exams under the following circumstances:
   2.1 Doctor’s certificate of illness;
   2.2 Serious illness or death in immediate family;
   2.3 Special circumstances approved by the principal.

3. Alternative assessment in exceptional situations may be approved by the principal of the school.

Associated Forms

Policy Review

This policy will be reviewed by the Director of Programs and Student Services within three years from the authorization date.

Distribution

Board Members
All Policy Manual Holders