

Makeup Exam Process

The [Academic Proctoring Center \(APC\)](#) offers in-person makeup exam proctoring for students who cannot test within the parameters/dates set by their instructor due to extenuating circumstances.

STEP 1: Student cannot attend instructor's scheduled exam and requests a makeup exam.

STEP 2: The instructor contacts the APC and submits exam information via [Test Transmittal Form](#) (TTF) with exam dates, parameters, student information, exam, etc.

STEP 3: APC receives TTF and sends confirmation/approval email with next steps.

STEP 4: Following TTF approval, students contact the APC to schedule their appointment.

Students cannot schedule an appointment until the instructor's Test Transmittal Form is approved.

STEP 5: Student completes exam at the Academic Proctoring Center.

STEP 6: Following completion of exam, the APC sends an exam confirmation email and returns exam materials to the instructor.

Please note: Makeup exams are not offered during finals week.

Scan to start the makeup exam process



Questions?

Contact the Academic Proctoring Center by calling 760-795-6685 or email proctoringcenter@miracosta.edu.

Makeup exam services are available on an individual basis, not for entire classes.