

	Make-Up Exam Policy	Doc No: TIU.RC.IN.104E
		Version: 01
		Issue date: 28/06/2025

Effective Date: 01/09/2025

1. Purpose

This policy outlines the principles and procedures governing make-up examinations at Tishk International University (TIU), ensuring fair and equitable assessment for students while upholding academic standards.

2. Policy Statement

Students at TIU who are eligible to take make-up exams shall receive full-range grading based solely on their performance in the make-up exam. This grading approach is aligned with TIU's commitment to fairness, consistency, and academic integrity.

3. Scope and Applicability

This policy applies to all undergraduate students at Tishk International University across all faculties and departments.

4. Principles and Guidelines

4.1. Grading Fairness

Grades awarded in the make-up exam shall reflect the student's demonstrated performance and understanding of the full course content.

Full-range grading shall be applied, without grade caps or automatic deductions.

4.2. Exam Scope and Standard

Make-up exams must be comprehensive, covering the entire course content delivered throughout the semester.

The level of difficulty and scope of the make-up exam must be equivalent to the regular final exam to ensure consistency in assessment standards.

4.3. Transcript Annotation

The university may include a remark on the transcript for courses graded through make-up exams, like this: *"Grade received in make-up exam" / "M"* next to the course on the graduation transcript for transparency and academic record-keeping.

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4.4. Exam Limitations

A student may take a maximum up to four (4) make-up exams per academic year (Fall, Spring, and Summer semesters combined).

4.5. Eligibility Criteria

To be eligible for a make-up exam, a student must have:

- Obtained a minimum score of 30 out of 60 in pre-final assessments (midterms, quizzes, assignments, labs, etc.).
- Completed all required coursework and complied with attendance and academic policies of the university.

5. Roles and Responsibilities

- ❖ Academic Departments: Ensure the design of make-up exams meets the required academic standards and comprehensiveness.
- ❖ PIS and Academic Advisors: Monitor the number of make-up exams taken by each student, manage scheduling, and ensure proper annotation on transcripts.
- ❖ Departments Management: Inform students about this policy.

Approved by
President
Prof. Dr. Sultan T. Abu-Orabi