

School of Health Sciences – Allied Health Programs

Missed Evaluation Form

In the event of a missed evaluation (assignment/quiz/test/examination) by a student due to extenuating circumstances, this form is to be completed by the student and submitted to the course professor, within 2 days of returning to class. If multiple evaluations were missed, a separate form must be completed and submitted for each one.

This process also applies to any college varsity or other elite level athletic activity that conflicts with a scheduled evaluation. This form must be submitted at least 2 weeks prior to the evaluation.

Please note: this form is used for core program courses only. For the following courses, connect with the professor directly: COMM 11040 and Electives.

Policy: [Student Assessment Policy, Appendix A - Missed Assessment/Evaluation Procedure](#)

STUDENT TO COMPLETE THIS SECTION:	
<u>Student Information</u>	
Student Name: _____	Student Number: _____
<u>Course Information</u>	
Course Name: _____	Course Code: _____
Professor: _____	Program: _____
Date(s) missed: _____	
Missed evaluation: _____	
<u>Reason for missing this evaluation</u>	
<u>Student Signature</u>	
Student's Signature	Date
Submit this form (both pages) to the course professor.	
The decision concerning missed evaluations will be final.	

PROFESSOR TO COMPLETE THIS SECTION, IN CONSULTATION WITH COORDINATOR:

Is any documentation required from the student (e.g. doctor's note)?

- ☐ **Yes -> student to submit documentation to [Student Wellness Documentation Portal](#). Once verified by the Health and Wellness Centre team, complete the next section.**
Wherever possible, an informal resolution should be the priority
- ☐ **No -> complete next section.**

Did the student provide sufficient reason/documentation to warrant further action? (check one)

- ☐ **Yes -> complete next section.**
Recommended action is to prorate to future evaluations where possible, but only where the content of the missed evaluation is assessed in another future evaluation (e.g. a cumulative final exam). If the final exam is not cumulative, or if a practical skills evaluation was missed, then a supplemental test or alternate testing date may be arranged. Invigilation for missed tests can be organized through the [Testing Centre](#).
- ☐ **No -> evaluation will be marked as zero (0).**

If you answered YES to the question above, choose one option as appropriate for the missed evaluation.

SAMPLE PRORATION

Missed Evaluation	% of Final Grade	
Term Test 1	15%	
Remaining Applicable Evaluation(s)	% of Final Grade	Prorated % of Final Grade
Final Exam	40%	55%

Test/Evaluation Information

Missed Evaluation	% of Final Grade	
Remaining Applicable Evaluation(s)	% of Final Grade	Prorated % of Final Grade

Details for Supplemental Test or Alternate Testing Date (if not prorated)

Professor and Coordinator Signatures

Professor's Signature

Date

Coordinator's Signature

Date

Return a copy of this completed form to the student. Student should receive a response within 1 week of submission.

Submit a copy of this completed form to the Allied Health office via email (alliedhealth@mohawkcollege.ca) for filing in the student administrative file.