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ကျောင်းလိပ်စာ၊ အိမ်အမှတ် (၇၃၉-၇၄၁)၊ ပုဂံလမ်း (၃)၊ ရပ်ကွက် (၁၂၃)၊ အရှေ့ဒဂုံမြို့နယ် ၁၁၄၅၁၊ ရန်ကုန်။

Policy for Making Up Exams

1. Introduction

We are privileged to assist you in reaching your educational goals and we will do our best to help you achieve success. The following attendance policies are in place for your benefit.

2. The Goal of This policy

The purpose of the university's policy for making up exam is to help students develop a self-directed, professional attitude toward their studies and maximize their educational opportunities.

3. Makeup Exam Request Form

Prior to scheduling a makeup exam, please first communicate with your professor to agree upon a makeup exam date and time. Once you have done so, please complete the following form.

4. Accessible Education

With the permission from the instructor, students may arrange to take makeup exams with the Office of Accessible Education if the exam was missed due to NCAA athletic competitions, illness, severe medical or psychological issues, personal emergencies, and/or debate competitions. Please take note that Accessible Education is not able to administer exams for instances outside of these. For absences that fall outside of these categories, arrangements must be made directly between the student and instructor to make up the exam. In order to take an exam with Accessible Education, please review the following policies:

- For scheduled and planned absences (Varsity Athletics or Debate) you must schedule your exam with Accessible Education a minimum of 48 hours/two business days in advance.

- For unplanned absences and emergencies, we will do our best to accommodate you on short notice, but please let us know as soon as possible so we can guarantee that there is space available for you in our testing locations.
- Under no circumstance are we able to administer an exam on the same day in which it is scheduled. Exams will always be scheduled, at minimum, for the next business day. For example, if a student contacts us on Tuesday at 2pm, the next earliest time the student will be able to sit for the exam is Wednesday at 8am.
- The Office of Accessible Education is open Monday through Friday from 8am-4:30pm. We are not able to administer exams outside of this time frame. We will do our best to accommodate students during the day and time they have requested (and which have been approved by the professor) however, it is dependent on space availability. This is another reason to schedule as early as possible.

5. Policy Adoption

- This policy is adopted on 1st March 2022.

6. Amendment

This policy should be reviewed and amended in every 3 years with the majority vote of the members of The University Administration Council.

7. Examination Guidelines

The following guidelines apply to students taking an exam with the Office of Accessible Education.

- Only take what you need, and are approved to have by your professor, for the exam.
- All other belongings must remain outside of the exam room including*:
 - a. Food and beverages (except for approved accommodations)
 - b. Bags
 - c. Jackets
 - d. Phones (on silent please), Smart Watches, other internet enabled devices
 - e. Calculator Covers
 - f. Hats
 - g. Pencil boxes/cases

**We reserve the right to ask you to leave behind other non-essential items that are not listed above.*

Late Arrival /No show Guidelines:

- All exams will start at your scheduled time. Late arrival will not extend your scheduled end time; you will be given the remaining time after you arrive to complete the exam.
- Late arrival or no show will require a dean's notice and faculty approval to reschedule.

8. To Schedule an Exam:

1. Complete a Makeup Exam Request Form
2. You may contact Accessible Education with any questions.
 - Email: josepheducationuniversity@gmail.com
 - Phone: 09700060001, 095040477
 - Coming to Academic Dean Office
3. Communicate with your instructor to ensure they send the exam to our office before your scheduled start time.
4. Review the guidelines for taking an exam with Accessible Education
5. Please note that exam times are not extended if students arrive late (meaning you will only be given the remainder of your allotted time to complete the exam).
6. Please do not hesitate to contact the Office of Accessible Education at any point if you are unsure about the process or have questions.

Makeup Exam Request Form

Name	
Student ID No.	
Student Mobile Phone No.	
Student's Email Address	
Reason Makeup Exam is Needed	Illness (<input type="checkbox"/>) Athletics (<input type="checkbox"/>) Debate (<input type="checkbox"/>) Personal Emergencies (<input type="checkbox"/>) Other (<input type="checkbox"/>)
Reason Explained	
Course or Subject Name	
Instructor's Name	
Allotted amount of time for exam	60 minutes (<input type="checkbox"/>) 120 minutes (<input type="checkbox"/>) Other amount of minutes (<input type="checkbox"/>)
Date requested for makeup exam	Date/Month/Year (/ /)
Requests must be submitted 24 hours in advance. Requests must fall between Monday-Friday.	Date/Month/Year (/ /)
Time requested to take makeup exam* (Eg. 9 am or 10 am or 1 pm or 2 pm)	
Makeup exams can be proctored Monday-Friday at the following start times	