

### **Lambton College In Toronto Late/Missed Tests and Assignments Policy**

Adequate notice will be given of impending tests and, if the learner is not present, the result is recorded as zero. The instructor may make an exception and allow the test to be written at other than the scheduled time, provided that:

- a) A medical certificate is presented as proof of the learner's inability to have been present at the scheduled time, or
- b) The instructor has agreed at least 24 hours in advance that there is justification for the learner not being present at the scheduled time.

\*Please note the Medical Certificate MUST be an original certificate from a certified Ontario Physician and must be given to the instructor on the first day the student returns to class from the absence and must cover all the dates the student has missed.

If a student arrives after the start of a test, they will not be allotted extra time to complete the test.

Under no circumstances may a student enter the room to begin an evaluation after a student has left the room.

During testing time, NO electronic devices of any sort will be permitted unless previously discussed or approved by the professor. Failure to comply with these criteria may result in a cheating offence being filed against the student.