



#101-102, 9486-120 St,
Surrey, BC V3V 4B9 604-603-ACE1(2231)
info@acecollegecanada.com

Exam Rewriting Policy

Name of Policy

December 20, 2022

Implementation Date

Senior Education Administrator

Positions(s) Responsible

December 20, 2022

Date of Last Revision

Purpose:

This policy ensures fairness and consistency in our academic evaluation process while maintaining the integrity of our programs.

Policy Statement:

Students are expected to write all scheduled exams on the assigned date and time. As a general rule, no rewrites or second attempts will be granted under any circumstances.

Exceptions:

A student who misses the exam may request a rewrite only under the following conditions:

- The student must provide a valid and official doctor's note within 48 hours of the missed exam, clearly indicating a medical reason for their inability to attend.
- The doctor's note must be dated either on or prior to the exam date and must include the contact information of the healthcare provider.

Procedure for Requesting a Rewrite:

- The student must submit the doctor's note along with a formal request for a rewrite to the Program Coordinator within 48 hours of the missed exam.
- The Program Coordinator will review the request and determine whether the medical reason is valid and whether the student qualifies for a rewrite.
- If approved, the Program Coordinator will arrange a suitable date and time for the student to write the exam.
- The decision of the Program Coordinator is final and not subject to appeal.

Important Notes:

- Failure to provide the required documentation within the specified time frame will result in the student receiving a grade of zero for the missed exam.

This policy is strictly enforced, and no other exceptions will be considered.