

Makeup exams

If a student is unable to attend an exam at the scheduled time, the teacher will label the exam with the student's name, the date, and the deadline, and submit it to the office manager.

The teacher will also notify the student and their parents that the exam has been placed in the make-up exam folder, including information about the timeframe available to complete it.

Make-up exams are administered on **Thursdays from 13:40–15:30** and **Fridays from 12:00–14:00** in classroom 10.

Students must respect these designated times and arrive punctually.

Students have a maximum of **two weeks** from the original exam date (as recorded by the teacher) to complete the make-up.

In cases where a student is absent due to illness or extended leave, the two-week period begins on the day the student returns to school.

Students are not permitted to miss regular lessons in order to take a make-up exam.

