**Sample Make-Up Sessions and Post-Assessment Policy** 

**[Insert Grantee Logo]**

To instill good habits that are needed in the construction and building trades, Illinois Works has a firm attendance policy. Class participation is vital to developing the knowledge, skills, and attitudes essential for success as an apprentice. Attendance will be excused for the situations outlined in the **Extenuating Circumstances Policy for Make-Up Exams and Sessions, but participants are still required to attend at least 80% of a module’s instructional hours (along with obtaining at least a 70% score on the module’s post-assessment) in order to successfully complete the module.**

**Make up of time and of tests will be scheduled and coordinated by the program’s Academic Success Specialist in partnership with program instructors and other instructional staff.**

**Missed Instruction Sessions**

Participants must make up missed class(es) when the instructor and the academic success staff schedule a make-up time session. Ideally missed time, is made up no later than two weeks after a module has ended. If missed class time is not made up before the scheduled term has ended, the participant will not receive a completion certificate until the obligation is met. Excessive absences and failure to meet make-up deadlines will lead to disciplinary action, which could result in dismissal from the program.

**Missed Post-assessments**

Participants must make up missed exams when the instructor and the academic success staff schedule a make-up exam session. Ideally missed exams are made up no later than two weeks after a module has ended. If missed exams are made up before the scheduled term has ended, the participant will not receive a completion certificate until the obligation is met. Failure to meet make-up exam deadlines will lead to disciplinary action, which could result in dismissal from the program.

**Failed Post-assessments**

Participants must retake failed exams when the instructor and the academic success staff schedule a make-up/retake exam session. Ideally failed exams are retaken no later than two weeks after a module has ended. If failed exams are not retaken before the scheduled term has ended, the participant will not receive a completion certificate until the obligation is met. Failure to meet retake deadlines will lead to disciplinary action, which could result in dismissal from the program.

**Excessive Absenteeism and Missed Post-assessments**

Participants that display a pattern of excessive absenteeism and/or continually miss exams need to meet with the Academic Success Specialist who will first understand their situation and offer, in partnership with instructors and other program staff, support and opportunities for correction. If the patterns continue or worsen, the Academic Success Specialist will meet with the participant:

* + - 1. Reiterate program requirements and warn them about the consequences of not attending and progressing academically (if progress is not made, participants can be dismissed from the program).
      2. If the pattern continues, give the student a second warning about potential dismissal from the program.
      3. If the pattern continues, initiate dismissal procedures, in partnership with the program director, and, if the situation merits, dismiss the participant from the program.

All student interactions must be documented in IWRS, and warnings given to participants must also be sent via email after the Academic Success Specialist meets with them.

**COVID 19 Guidelines**

In response to COVID-19, the following policies and requirements are in place to maintain the learning environment and to enhance the safety of in-classroom interactions.

* During classroom and work-based learning training sessions, participants are required to obtain and wear masks/face coverings in accordance with current health and safety guidelines.
* Students are required to stay home if they are sick.
* Students are required to follow public health directives for isolation or quarantine.
* Sanitizing supplies are available in the classroom and work areas if students wish to wipe down desks and work stations.

**Missed Exams and Session Related to COVID-19**

If a participant misses a class or an exam due to COVID-19 illness, isolation or quarantine, they are required to notify the instructor immediately to make arrangements to make up missed work. The participant may need alternative arrangements for assignments and exams. In most cases, the missed class session/assignment or exam should be made up within one week after the isolation or quarantine period ends.

*Repurposed from Brevard Adult Education. (2019). Student Handbook for Pre-Apprenticeship, Education and Training. https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/1148/Brevard%20Adult%20Education%20Pre-Apprenticeship%20Student%20Handbook%20Revised%20May%208%202019.pdf*