## Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

## **Workflow Processes**

	11th	
Process No.		
Process Name	Make-up Exam Procedures Process	START THE EXCUSE EXAM PROCESS
Those Responsible for the P	rocess: Heads of Departments	
Process Organization Relationship	Heads of Departments, Faculty Teaching the Course  Staff, Student, Student Affairs, Management board	Students Who Cannot Take Exams Due to Excuses  Submits their petitions along with their documents to the Student Affairs Office
Purpose of the Process	He Had an Excuse and Couldn't Take the Midterm Exams Ensuring That Students Who Are Successful Can Take This Exam Later	Petitions are submitted to the Board of Directors
Limits of the Process	It starts with the students submitting a petition along with their certificates and ends with the Excuse Exam Results being entered into the Student Information System.	Excuse No Rejected
Process Steps	The Student Who Cannot Take the Exams Due to His Excuse, Documents His Excuse and Applies to the Registrar's Office with a Petition to Take the Excuse	Is it suitable?  Yes
	Petitions are submitted to the Board of Directors.  If excuses are deemed appropriate by the Board of	Make-up Exam Schedule by the Department Head Makes
	Directors, students will be required to take the excuse exam.  They enter.	By the Relevant Faculty Member, By the Department Head
	If Excuses Are Not Deemed Appropriate, The     Student's Request Will Be Rejected.	Make-up Exam is Held on the Determined Day and Place
	Make-up Exam Days and Places are Announced by the     Department Head.      Make-up Exams are Held by the Relevant Instructor on	Grades are entered into the Student Information System
	the Determined Day and Place.  Grades are entered into the Student Information System.	<b>—</b>
Performance Indicators	Number of Students Taking the Make-up Exam	END OF PROCESS