

**Tokat Gaziosmanpasa University**  
**Pazar Vocational School of Higher Education**

**Workflow Processes**

<b>Process No.</b>	11th
<b>Process Name</b>	Make-up Exam Procedures Process
<b>Those Responsible for the Process</b>	Heads of Departments
<b>Process Organization Relationship</b>	Heads of Departments, Faculty Teaching the Course Staff, Student, Student Affairs, Management board
<b>Purpose of the Process</b>	He Had an Excuse and Couldn't Take the Midterm Exams Ensuring That Students Who Are Successful Can Take This Exam Later
<b>Limits of the Process</b>	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.
<b>Process Steps</b>	<ul style="list-style-type: none"> <li>• 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 Exam.</li> <li>• Petitions are submitted to the Board of Directors.</li> <li>• If excuses are deemed appropriate by the Board of Directors, students will be required to take the excuse exam. They enter.</li> <li>• If Excuses Are Not Deemed Appropriate, The Student's Request Will Be Rejected.</li> <li>• Make-up Exam Days and Places are Announced by the Department Head.</li> <li>• Make-up Exams are Held by the Relevant Instructor on the Determined Day and Place.</li> <li>• Grades are entered into the Student Information System.</li> </ul>
<b>Performance Indicators</b>	Number of Students Taking the Make-up Exam

