

## Final Exam Policy

<b>Ritz Training College</b>	<b>04735</b>	
Name of Institution	Institution Number	
<b>Final Exam Policy</b>	<b>February 1<sup>st</sup>, 2024</b>	<b>February 1<sup>st</sup>, 2024</b>
Name of Policy	Effective Date	Revision Date

This policy governs “Final Exam” respecting Ritz Training College (Ritz) and any aspect of its operations.

1. Students must bring their student card or government-issued ID with photo as identification. Without the identification, students may not be permitted to take the exam.
2. Students must contact the Student Service Center and submit a request with required documents if they miss an exam in case of being sick or other unexpected situations.
3. If two or more exams are planned at the same time, students must contact the Student Service Center in advance to reschedule the exams.
4. In the case of unexpected situations, the exams may be rescheduled or interrupted, and the Student Service Center will notify students with new arrangements.