

Exit Exam Pre-loading and Pre-billing Guidelines

- I. Starting third (3rd) quarter AY 2022-2023, the following exit exam guidelines shall be strictly implemented.
 - a. All students enrolled with courses paired with an exit exam shall be pre-billed by the course caretaker school/department during the 5th week from the 1st week of classes.
 - b. Students with failed exit exams and who have taken all the pre-requisite courses of the exit exam shall be pre-billed for the needed exit exam.
 - c. Based on the curriculum, all students who need to take the exit exam for the current quarter shall be pre-billed.
 - d. Regardless of the number, all exit exams that students need to take for the current quarter shall be pre-billed.
 - e. Pre-billed exit exams may be checked through the students' myMapua account.
- II. Only paid students shall be allowed to take the exit exams.
- III. Payments may be made through the University's payment channels.
- IV. Students who are unable to take the exit exams but are paid shall be allowed to take the exam on the subsequent schedule.
- V. Exit exam results shall be encoded in the system one week after the conduct of the exam.
- VI. Unenrolled students can request to take the missed or needed exit exams from the course caretaker school/department and shall be billed accordingly.
- VII. Schools/Departments shall make an announcement on their respective FB pages about their exit exam schedule and the deadline of payment.