**ISP 270**

**Use of Testing Center for Make-up, Challenge, and Other Student Exams**

**PURPOSE**

Allows faculty and students to use Testing Centers on campus for the purpose of taking exams.

**SUMMARY**

The Testing Centers on campus can be used by students to complete a number of different exams when the department cannot otherwise arrange for the student to complete the exam. The Testing Center can also provide exam settings that allow students to properly utilize accommodations provided by the Disability Resource Center.

**STANDARD**

1. Instructors planning to use the Testing Center must provide all required information to the Testing Center before students can take the exam (see ISP270P for required information).
2. The Testing Center cannot accommodate exams that require specialized equipment or computer software.
3. Due to space limitations, the Testing Center may not be able to accommodate large numbers of students completing exams at the same time. Contact the Testing Center in advance if you are considering sending groups of students to the Testing Center to complete an exam.

**REVIEW HISTORY**

|  |  |  |
| --- | --- | --- |
| ISP Committee | Adopted | [Date] |
| College Council | Reviewed | [Date] |