**ISP 270P**

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

**PURPOSE**

States procedures for use of the Testing Center by faculty and students.

**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.

This procedure describes the process faculty may use to arrange for students to complete exams using the Testing Center.

**PROCEDURE**

1. For instructors using the testing center to allow a small number of students to complete an exam, the instructor must:
   1. Fill out a separate Testing Services Proctor Request Form for each student.
   2. Submit a physical or digital copy of the Testing Services Proctor Request Form and the test materials to the Testing Center prior to the exam date. For online exams, exam access instructions can be included in the “Additional Instructions” section of the Testing Services Proctor Request Form.
2. For instructors using the testing center for online classes, the instructor must:
   1. Fill out a Testing Services Proctor Request Form with the “Student’s Name” area left blank and online exam access instructions in the “Additional Instructions” section of the form.
   2. Submit a physical or digital copy of the class roster (including student ID numbers for all students completing the exam at the Testing Center) and the Testing Services Proctor Request Form to the Testing Center prior to the exam date.
3. For instructors using the testing center for a large number of students (10 or more), the instructor must:
   1. Contact the Testing Center as far in advance as possible to determine whether accommodations can be made for a large group.
   2. Fill out a Testing Services Proctor Request Form with the “Student’s Name” area left blank.
   3. Submit a physical or digital copy of the class roster (including student ID numbers for all students completing the exam at the Testing Center) and the Testing Services Proctor Request Form to the Testing Center prior to the exam date. For online exams, exam access instructions can be included in the “Additional Instructions” section of the Testing Services Proctor Request Form.
4. The Testing Services Proctor Request Form can be found at the Testing Center website, in the Testing Center, or can be requested by emailing the Testing Center.
5. The instructor can specify dates between which the student may take the test.
6. The instructor will pick up exam materials by the end of the term or tests will be returned to the instructor.
7. The student will test during general testing hours, will be asked to show photo I.D., and will sign in. It is the student’s responsibility to know when the general testing hours are held.

**REVIEW HISTORY**

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| ISP Committee | Updated Format | August 3, 2016 |
| College Council | Reviewed | March 7, 2014 |
| College Council | Reviewed | October 18, 2002 |
| Instructional Council | Adopted | November 17, 1992 |