**ISP 270**

**Usage of Testing Center for Faculty Assigning Proctored Exams**

**PURPOSE**

Establishes the standard for faculty to assign exams for students using any Testing Centers at Clackamas Community College (CCC).

**SUMMARY**

Faculty can refer individual students to any of the CCC Testing Centers to complete an exam if the students needs an alternate arrangement due to missing the exam, needing an accommodation, or the department cannot otherwise arrange for the student to complete the exam. Due to space and staffing limitations, the Testing Centers may not be able to accommodate groups of students completing exams at the same time.

**STANDARD**

1. In order to maintain the integrity of the exam process, Instructors planning to use a 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 Centers cannot accommodate exams that require specialized equipment or computer software.
3. Whenever possible, instructors should contact the Testing Center at least one week in advance if they are considering sending groups of students to the Testing Center to complete an exam.

**REVIEW HISTORY**

|  |  |  |
| --- | --- | --- |
| ISP Committee | Adopted |   |
| College Council | Reviewed |   |