

# ISP 270

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

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### PURPOSE

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

### SUMMARY

The Testing Centers on the Oregon City, Harmony, and Wilsonville Campuses 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 Centers can also provide exam settings that allow students to properly utilize accommodations provided by the Disability Resource Center.

### STANDARD

1. 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. Due to space limitations, the ~~Oregon City Campus and Harmony Campus~~ Testing Centers may not be able to accommodate large ~~numbers-groups~~ of students (10 or more) completing exams at the same time. ~~The Wilsonville Campus Testing Center may not be able to accommodate more than 5 students completing exams at the same time.~~ Whenever possible, contact the Testing Center at least one week 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]