

ISP 270P

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

PURPOSE

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

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.

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

PROCEDURE

1. For instructors using a Testing Center to allow a small number of students to complete an exam, the instructor must:
 - a. Fill out a separate Testing Services Proctor Request Form for each student.
 - b. 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 a Testing Center for online classes, the instructor must:
 - a. 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.
 - b. 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 a Testing Center for a large number of students (10 or more ~~at the Oregon City and Harmony Campuses and 5 or more at the Wilsonville Campus~~), the instructor must:
 - a. Contact the Testing Center at least a week in advance if possible to determine whether accommodations can be made for a large group.
 - b. Fill out a Testing Services Proctor Request Form with the "Student's Name" area left blank.
 - c. 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 a Testing Center, or can be requested by emailing a Testing Center (Oregon City Campus: testing@clackamas.edu, Harmony Campus:

testing.harmony@clackamas.edu, Wilsonville Campus:
testing.wilsonville@clackamas.edu).

5. The instructor can specify dates between which the student may take the test.
6. The instructor or designated representative 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

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