Central Campus Testing Center
Course Testing Guidelines

Effective 8/15/2009

- The proctoring of classroom-based course tests is limited to the Central Campus Testing Center.

- Instructors are permitted to use the Testing Center **2 TIMES** per semester. Combining multiple class sections on 1 test is not permitted. This procedure is strictly enforced and does not apply to e-Learning courses that require use of a proctor.

- Instructors are responsible for printing, dropping off, and picking up their own tests. Students are NOT permitted to drop off or pick up tests.

- Each instructor is given a unique Document Number for each exam they leave in the Testing Center. Instructors **Obtain Document # from Testing Center** and give this # to their students BEFORE they arrive to test. Some instructors include this document number as part of their syllabus. In most cases this document number will remain the same for the entire semester.

- Please bring in test(s) <u>at least one business day</u> before it starts and fill out a BLUE SHEET (Blue Sheets are found in the Testing Center faculty work area). Failure to do so may result in a processing delay. The Blue Sheet lists specific instructions related to the administration of the test. The **beginning date** on the Blue Sheet **is the date the test starts**, NOT the date the test is brought to the Testing Center. **Fill out the Blue Sheet completely** and ask if you need assistance. If Scantrons are required, the instructor MUST supply them.

- If accommodations are needed, instructors should indicate the course number, test name, student's name, time limit, and accommodation(s) (calculator, notes, extended time, etc.). It is the instructor's responsibility to put the correct accommodation(s) information on the Blue Sheet. Please note that proctors are unable to keep track of individual student's time limit. It is the student's responsibility to keep track of his/her time.

- BEFORE arriving at the Testing Center, students will need to know the Document # AND present a CPCC student ID.

- When **picking up completed tests** from the Testing Center, instructors should check the folder from the front side of the file cabinet (active tests) <u>and</u> the folder from the back side (completed tests). The completed test folder contains a green tab. Go through the tests and count them **BEFORE YOU LEAVE THE TESTING CENTER**. Between the two folders, you should have the same # of

tests you started with. By counting the tests before you leave the Testing Center, you accomplish two objectives: 1) verification you have received all of your tests back and 2) insures that you do not have another instructor's test(s). ***If you are missing a test, please see Halemo.***

- Sign and LEAVE the Blue Sheet in the Testing Center if the test has expired and you are picking up the tests. If you are picking up the completed tests before the test expires**, please sign the green Partial Pick-up Form** (attached to the back side folder) noting the date and how many tests you are taking.

- If an instructor has **5 students or less** who need to **make-up a missed test**, the tests can be filed as "make-up". On the Blue Sheet **instead of a Document #**, please print MU. The make-up file is a specific file area separate from the document number area. All "make-up" tests are filed by the instructor's last name. For make-up tests only, we ask that you provide the same number of tests that you have students testing-even if the students do not write on the tests. Make-ups can be given at Cato, Central, Levine, and Merancas.

- ❖ Final exams are **NOT** administered in the Testing Center.
- ❖ E-Books are not permitted for "open book" tests.
- ❖ Abuse of Course Testing procedure may result in Testing Center privileges being revoked.
- ❖ Students are expected to bring their own calculators, if permissible.