

MAKE UP TESTING GUIDELINES FOR FACULTY

1. The Assessment Center can accommodate any student who is unable to test in the classroom because of an accident, illness, or other excused absence from class. Students who are contagious are **not** to test in the Assessment Center until they are no longer contagious (for example, chicken pox or strep throat).
2. The Assessment Center **cannot** accommodate entire classes, **including final exams**, unless the class is an alternate delivery course (i.e. distance learning). Seating is limited and during busy times, students may have to wait for an available desk or computer station.
3. To have your test(s) administered by the Assessment Center, fill out a "Testing Instruction Form" with instructions on how your test should be administered. This information includes test name, time limits, aids allowed, special instructions or accommodations, student names, deadlines, etc. Please complete the entire form, remembering to include a last date to administer the test. Testing instruction forms may be printed from the GTCC website at Student Services/Assessment Center.
4. Please prepare all "Testing Instruction Forms" prior to visiting the testing center. There is extremely limited physical space as well as writing surface space, thus it can become uncomfortably crowded in the testing center.
5. It is extremely important that special needs students are afforded accommodations as indicated on the green sheet that you received from the Disability Access Services office (DAS). Since the Assessment Center does not have access to this information, it is vital that you (the instructor) include this information on the "Testing Instruction Form". If a student presents you with a green sheet that indicates extended time (1.5x) as an accommodation, it is your responsibility to indicate that on the "Testing Instruction Form" by multiplying the time that everyone else is allowed to take the test by 1.5 and indicating that in the time allowed field. *For example, if normal testing time is 60 minutes and a student is allowed time and a half (1.5x), which would be 90 minutes, please write **90 minutes** on the form.*
6. The Assessment Center is unable to make copies of tests, so please bring enough for all students who will be testing. File space is limited. Each instructor will have letter sized hanging file reserved for his or her tests. If **you** prepare a folder for your test, please include the following information on the tab: your last name, your first name, the course title and number, whether telecourse or on-line, and the test number, if applicable.
7. Please paperclip your tests together with the testing instruction form on top. If you write the students' names on the tests, please arrange the tests in alphabetical order by the last name. Drop the tests to be taken in the wire basket and sign the faculty

log. When picking up tests sign the log and retrieve completed tests from the filing cabinet designated for faculty.

8. Students **will not** be allowed to drop off, pick up, or remove test materials from the Assessment Center. The Assessment Center **does not accept students' homework assignments or take home tests**. In addition, the Assessment Center **does not distribute take home tests, course materials or study guides, score test or pass out grades**. We will direct students to the instructor or instructor's mailbox in either of these instances.
9. Please make sure that your students know that they **must bring a photo ID with them each time they come to the Assessment Center, or they will not be allowed to test**.
10. Please inform students that they will need to tell the Assessment Center staff the following information: **Instructor's name; the course number; if it is a distance learning course; and the test number or the chapters that the test covers**.
11. Students should check the testing office hours and allow themselves ample time to test. All tests will be collected and students will be asked to leave at the scheduled closing time. Students choosing to test with less than the time allowed by their instructor will be asked to sign a waiver. Students will not be permitted to return at a later time to complete a test they have started or seen without permission from the instructor.

Students may begin a test any time between the hours of:

<i>8:00 a.m. – 6:00 p.m. Monday – Thursday</i>	<i>Closing at 7:00 p.m.</i>
<i>8:00 a.m. – 2:30 p.m. Friday</i>	<i>Closing at 3:30 p.m.*</i>
<i>9:00 a.m. – 11:00 a.m. Saturday (except holidays)</i>	<i>Closing at 12:00 noon</i>

We collect all materials and stop all tests five (5) minutes before closing.

***During the summer sessions, we will close at 1pm on Fridays.**

12. Any student who becomes disruptive in the Assessment Center may face disciplinary actions and may be barred from using the services of the Assessment Center.
13. Dictionaries, calculators, whiteout, rulers, highlighters, blue books, scantron answer sheets, etc. are not supplied by the Assessment Center. The Assessment Center will only supply scratch paper.
14. Faculty test information will not be given out by phone or in person until the test is administered (i.e. test dates, if test is here, if test is timed, or faculty instructions). Inquiring students will be told to consult their instructor.