

## Testing Center Guidelines for Faculty

The Testing Center at CCC has had a door-busting year, and different college programs have added 3 new tests to the suite of tests we proctor (making a total of 22 different tests offered in our center)! Our core mission, to provide GED and placement testing, generated over 13,000 individual tests in 08-09. The Testing Center also proctored over 3,900 classroom exams for individual students. It is this classroom makeup testing for which the following document serves as a guideline.

As a service to faculty and students, the Testing Center will proctor exams for individual students who:

- have a documented disability
- are sick or otherwise unable to attend class the day of a test
- need to test outside of the classroom as determined by faculty

### LIMITATIONS OF THE TESTING CENTER

Students taking makeup tests receive minimal supervision and are frequently distracted by people coming and going and/or talking at low levels to troubleshoot computer problems. Since most makeup tests have different guidelines for use of notes, books, calculators, etc, we will make an effort to ensure that students have only the materials that are allowed by the teacher, but if a student sneaks in prohibited items, it is not likely we will catch them. In addition to keeping an eye on students, testing center staff will be helping visitors, answering questions, processing/scheduling tests, taking phone calls, writing reports, etc.

If you need us to proctor a test for a student of yours, it is important to give the student our Testing Center Guidelines for Students handout, and encourage them to visit <http://www.clackamas.edu/testing> to verify our current hours for testing. Testing schedules for the Harmony and Wilsonville Campuses may be obtained by contacting those campuses directly.

### TESTING CENTER REQUIREMENTS

Proctor forms must be completely filled out. Forms with missing information will not be accepted. If the test is on paper, the form must be attached to the test. If the test is online, the password must be listed on the form. The current version of the form can be found at: <http://depts.clackamas.edu/testing/ForInstructors.asp>

**Student must have their own proctor form and test.** Proctor forms listing multiple students will not be accepted. We are unable to duplicate tests, and we are unable to offer testing for a roster of students.

Test must be transferred to the Testing Center by the faculty member or staff (no student handling of tests).

Tests must be given directly to the Testing Center at the campus where the test will be taken.

The testing center only handles materials given to us by the instructor. If instructors want us to collect student scratch paper, they must attach scratch paper to the proctor form that lists their name, the class information, and provides a place for students to put their name. We do not collect homework or other supplemental materials for the instructor.

#### HANDLING OF THE TEST

Completed paper tests must be picked up by the faculty member or a staff designee. During the term, under no circumstances will a test be released to a student, a non-employee, or be put in the mail.

The day after grades are due to the registrar, all uncompleted tests will be shredded/recycled, and all completed tests remaining in the center will be intercampus mailed to the instructor (this is the only exception to our no-mailing-of-tests rule).