

Academic Resource Center Testing
Faculty Testing Procedures

Please take note of the posted Student Testing Procedures so you will be aware of what is expected from them.

Please Note These Important Reminders:

- Always fill out all forms completely and legibly.
- Use students' ID card names rather than preferred names.
- Remember that the testing proctors will follow all instructions exactly. Keep that in mind as you specify time limits and expiration dates. You may e-mail the Testing Coordinator to extend limits/dates, but do not simply direct a student to tell the proctor the limit/date has been extended. We cannot honor such requests from students.
- Make sure to specify any specific instructions (time limits, open book/notes, can use calculator, do listening portion later in my office, etc.).
- Because of the large number of make-up tests and quizzes processed each day, Testing is unable to accommodate the administration of a test to an entire class of students.

Submitting Tests

Complete the Testing Form. You will need to fill out one form per test for each student. Please be sure to fill out each section completely to ensure the correct proctoring of your test!

Forms may be obtained as follows:

- A PDF version of the form is available for printing.
- Links to all versions of the form are available on our web page.
- Blank paper forms may be picked up at Testing (AL208) or at the Academic Resource Center front desk (AL213).

Staple or paperclip the test form to each individual test.

Submit the tests to Testing as follows:

- When Testing (AL208) is open, please hand all tests directly to the proctor at the desk in **AL205**.
- During the morning hours/meal times/late evenings when Testing is not open, tests may be dropped off in the Testing Drop Box in the door of AL208.

Test Returns

Once students have completed their tests, the Testing Coordinator will return the tests to Alumni Building credenzas before chapel on the next business day. Tests from outlying academic buildings may be picked up by administrative assistants or teachers after 11:00 a.m. as well.