

ISP 270P

Testing Center for Faculty Assigning Exams Procedure

PURPOSE

Allows faculty and students to use Testing Centers on campus for the purpose of taking exams.

SUMMARY

Limits tests to be provided to individual students at the Testing Center when other departments cannot arrange for the tests.

PROCEDURE

1. 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.
2. The instructor will fill out a separate "Testing Center Proctored Test Instructions" form for each student when leaving test materials.
3. The instructor can specify dates between which the student may take the test.
4. The instructor will pick up exam materials by the end of the term or tests will be returned to the instructor.

REVIEW HISTORY

ISP Committee	Adopted	May 10, 2019
College Council	Reviewed	May 3, 2019
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