

Faculty Information for Test Proctoring

Welcome to the JCC Testing Lab. We hope this service will be convenient for you and your students. Please follow these steps and provide this information to the Testing Lab, located in WA 118, or to Debora Moyer in the Library (X8621)

- Send your test information to the Testing Lab at least **two weekdays** prior to when students will start taking the test.
- Send tests enclosed in manila envelopes, one envelope per student, that are labeled with course number, instructor name and test name, Ex: FYS 100 Smith Test 1.
- Send a list of your students who will be taking the test. You could copy and highlight your class roster.
- For a group of 10 or more at one time, call Debora Moyer at 796-8621 one week in advance.
- Advise your students of the following: Lab location and times; materials allowed; **bring state issued ID**. Students must show ID.
- Testing Lab hours: Monday 1 pm –8:00 pm; Tuesday 11 am - 4 pm; Wednesday 1 pm – 8:00 pm; Thursday 11 am – 4 pm; Friday 10 am – 4 pm; Saturday 10 am – 4 pm; CLOSED Sunday. Students should allow time to complete their test before the Lab closes. Exceptions to these hours (holidays and semester breaks) are posted on the library's web page.

*Instructor Name: _____ *Course Letters/Number: _____

*Your Phone Number: _____ *Course Title: _____

Alternate Contact Person: _____ Phone Number: _____

(Someone who can address questions on your behalf)

If test is computerized, provide ***Password** and Access Information: _____

(Remember to make your test available and have the time set appropriately.)

*How do you want your tests returned to you? _____

*Name or number of the Test (such as Test #1 or Midterm): _____

*First date to take test: _____ *Last date to take test: _____

*How many students will take this test? _____ *What is the time limit per test? _____

(Please remember to provide a list of students' names. We will check ID and only allow those with a state issued ID and whose name is on your list to take the test.)

Allowable Items (check all that apply)

<input type="checkbox"/>	Calculator (Basic functions)	<input type="checkbox"/>	Scrap Paper	<input type="checkbox"/>	Periodic Table
<input type="checkbox"/>	Scientific Calculator	<input type="checkbox"/>	Blue Book	<input type="checkbox"/>	Colored Pencils
<input type="checkbox"/>	Graphing Calculator	<input type="checkbox"/>	Rulers	<input type="checkbox"/>	PDA's
<input type="checkbox"/>	Graphing Calculator with CAS	<input type="checkbox"/>	Notes	<input type="checkbox"/>	Laptops
<input type="checkbox"/>	Scantron/NCS Answer Sheet	<input type="checkbox"/>	Text Book	<input type="checkbox"/>	Electronic Notepads
<input type="checkbox"/>	OTHER (specify)				

Any item checked by the instructor will be allowed in the Testing Lab for this test.

