

Test Proctoring and SWD Test Proctoring with Accommodations

- Submit exams **two business days** before the first date to take the exam in order to process the exams.
- Send a list of students who will be taking the exam, even if the names are on the exams. It is best to copy and highlight the roster.
- Advise your students of the following: Testing Lab/CSS location, hours, materials allowed, and to bring an acceptable form of ID (see below).
- **Students must present one acceptable form of ID: Driver's license, state issued ID, current H.S. ID or passport.** Students must show ID. Only students with an ID and whose name is listed on the class roster will be allowed to test.
- **CSS Testing with Accommodations:** Students must schedule a private testing room in the CSS prior to the test to ensure space for them during the time requested.
- **All tests must be picked up by the instructor at the Testing Lab or the CSS.**
- Questions? Send an email to TestingLab@jccmi.edu or call Lana Lakin at the Testing Lab 517-796-8421 **OR** for students with disabilities send an email to CSS@jccmi.edu or call Sandy DiCesare at the CSS 517-796-8415.

Student Name (for individual test only) _____ ID# _____

Instructor Name: _____ Course Letters/Number: _____

Your Phone Number: _____ Course Title: _____
(Where you can be reached by the proctor if needed; this is kept confidential.)

Alternate Contact Person: _____ Phone Number: _____

If test is computerized, provide ***Password and Access Information:** _____
(Remember to make your test available and have the time set appropriately.)

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? _____

How many tests are you dropping off? _____

SWD Considerations:	<input type="checkbox"/> Oral Proctor	<input type="checkbox"/> Extended Time	<input type="checkbox"/> Scribe
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Allowable Items: Any item checked by the instructor will be allowed in the Testing Lab for this test.

	Calculator (Basic functions)		Scrap Paper <i>(collected)</i>		Blue Book or lined paper for essay
	Scientific Calculator		Formula Sheet: attach to exam		Text Book
	Graphing Calculator		Hand written notes: list specifics below <i>(collected)</i>		Labtop or other devices (list specifics)
	Graphing Calculator w/ CAS* such as TI-89		Instructor supplied packet: Send example		Other:
	Scantron/NCS Answer Sheet		Rulers		Bathroom Break is allowed
Other (specify)					

Testing Lab & CSS Use Only:

Date _____ # Received By _____ Signature _____ # Pages _____

Date _____ # Picked Up _____ Signature _____

Date _____ # Picked Up _____ Signature _____

Processed By: _____ E-mailed/Notified By: _____ / _____