

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.
- **Include a cover sheet with the first page of the exam. This sheet should contain your name, course number and name of exam.**
- Advise your students of the following: 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 names are on the class list will be allowed to test.
- **CSS Testing for SWDs:** 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 jccenterforstudentsuccess@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. Confidential.

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.)

*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? _____

SWD Considerations: Oral Proctor Time and a half Scribe

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

Calculator (Basic functions)	Scrap Paper (collected)	Blue Book or lined paper for essay
Scientific Calculator	Formula Sheet: attach to exam	Text Book
Graphing Calculator	Hand written notes: list specifics below (collected)	Laptop 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 _____ #of Pages _____

Date _____ # Picked Up _____ Signature _____

Date _____ # Picked Up _____ Signature _____

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