

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? _____ Time allowed per test: _____

How many tests are you dropping off? _____

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 _____ # Pages _____

Date _____ # Picked Up _____ Signature _____

Date _____ # Picked Up _____ Signature _____

*Testing Date _____ Start _____ End _____

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