

Testing Center Procedures for Instructors

1. Faculty members should submit a completed Test Administration Form for each test or group of tests. The name(s) of eligible students, a due date and a time limit must be provided.
2. Faculty members should include enough copies of the test for every student listed. Lab personnel cannot make copies of tests.
3. Faculty or staff must deliver tests to the Center. Tests may not be sent through interoffice mail or e-mail. Moreover, students may not bring tests to the Center.
4. Faculty must retrieve completed tests. Lab personnel do not forward tests to instructors, and students may not take tests out of the Center.
5. Tests will be removed from the drawer after the due date. Instructors will need to retrieve those tests or visit the Center to request that a deadline be extended.
6. Lab personnel cannot complete Test Administration forms for instructors.
7. Lab personnel will provide lined paper, and the Center does have a limited supply of four-function calculators. However, other supplies must be provided with the Test Administration Form.
8. Lab personnel will refer students to instructors if a test has not been delivered to the Center.

