Testing Center Procedures for Instructors

IMPORTANT: ALL TESTS REQUESTS AND TESTING MATERIALS MUST BE RECEIVED IN THE TESTING CENTER AT LEAST ONE FULL BUSINESS DAY BEFORE THE TEST WILL BE AVAILABLE TO STUDENTS.

1. Please use the most current form of the Test Administration Request Form (TARF) (available in MyWorWic under “Faculty Resources” “Administrative Forms.”)

2. The form can be completed on the computer and saved and then sent to us via email (testingctr@worwic.edu) or printed out and attached to a test. Hand written forms are always acceptable.

3. Please provide all requested information: your name, your email, the student name, the title of the class (ex: PSY101), the expiration date or date range for administering the test, the time limit, and any special instructions.

4. If you are providing instructions for a password protected on-line test, please indicate prominently whether the test is to be administered in regular Blackboard or Lockdown Browser. You may provide the password on the TARF or on an attached sheet.

5. Tests can be delivered either by hand or by email. You can email a completed Test Administration Test Request form (TARF) along with an electronic copy of a paper test for individual make-up tests. Testing Center personal can print out ONE copy of the test and TARF

6. Do not send any tests or testing materials to the testing center through inter-office mail. It is not secure and it is not always as timely as you might think. NEVER send a student to the Testing Center with a test.

7. For online or hybrid class tests, if the test is paper/pencil, you should deliver by hand enough copies and scantrons to the testing center for all of the students. You should also include a ROSTER of the students in the class and a TARF with instructions about administering the test.

For tests administered on-line, you can email us a roster and a completed TARF.

8. Please direct all test requests, test materials, TARFs, or other information, instructions, or questions about administering tests, etc. to testingctr@worwic.edu.

9. If you are using the TC to administer a final exam for an online or hybrid class, please make sure that all of your testing materials, rosters, TARFs, etc. are delivered to the testing center PRIOR to the first day of finals week.

10. Because of the volume of traffic during finals, week, we do not administer make-up tests for course material during finals week. We only administer FINAL EXAMS during this
time, including “make-ups” for students who cannot attend your scheduled face-to-face final, or special accommodations tests.

11. We will send you an email when a student has completed a make-up test. Please come to the TC as promptly as possible to retrieve the completed test.

When the testing period is over for your on-line or hybrid classes, please come to the TC as promptly as possible to retrieve the completed and incomplete tests.

12. All tests must be signed out by the person retrieving them. For individual make-up tests, the last name of the student testing needs to be provided on the sign-out form. For group tests, you may just enter “see roster” in the student name column.

13. If a test has expired, we will notify you. Please arrange for the test to be picked up at your earliest convenience. We cannot send these expired tests to you through inter-office mail. If you wish to extend the deadline, please send an email to the Testing Center.

14. If you experience extenuating circumstances (like missing days because of inclement weather) and would like the testing center to administer a test to a whole face-to-face class, please contact the testing center. We can make arrangements to handle these special requests for you. We will send you the forms we need from you and instructions about setting up the testing situation.

15. Since our center has no partition between our administration area and the testing area, we would ask you to please use a QUIET voice when you come to drop off or pick up tests. THANKS!