

RESPONSIBILITIES FOR USING THE SPC TESTING CENTER (ALL CAMPUSES)

Student Responsibilities in Testing Center

- Students are expected to arrive on time and ready to begin at the time they scheduled their exam for that day.
 - Students arriving more than 5 minutes late for a scheduled exam will lose that time.
 - Students that arrive more than 10 minutes late for the scheduled exam will not be allowed to take the exam in the Testing Center and must contact the instructor to talk about testing options.
 - In the case of an emergency or illness, students must contact their instructor AND the Testing Center office prior to the scheduled exam time, so that new testing arrangements can be made.
 - Although the Testing Center will offer some leniency while students adjust to their new class schedules and walk times, after TWO (2) scheduled test dates that the student arrives more than 10 minutes late he/she will be sent back to the classroom to test with the instructor.
 - If students need to study before their exam, they will need to do so outside of the Testing Center. Students are required put away study material, finish all food/drinks, and use the restroom all before entering the Testing Center.
 - After three no shows for the scheduled testing date and time, students could lose the privilege of testing in Testing Center for the remainder of the semester and would be required to take their exam(s) in the classroom with their instructor. If this happens, the situation will be discussed between the Testing Center, Disability Services, and the instructor(s).
- Students are required to schedule their exam(s) with the Testing Center at least 3 business days in advance. If the student does not scheduled at least 3 business days in advance, they will be required to test in the classroom with the instructor.
 - Students can schedule exams by coming into the Testing Center to schedule in-person, schedule by email, or schedule by phone.
 - Students are also expected to notify their instructor(s) at least 3 days in advance that they will be taking their exam(s) in the Testing Center to allow the instructor ample time to send testing materials to the Testing Center.
- Students are required to provide the Testing Center with proper photo identification each time they test. The photo ID must be valid and not expired. A current SPC student ID card is preferred, but a valid and not expired Driver's License or state-issued photo ID will be accepted.
- Students must not display unruly behavior. If behavior becomes violent and/or a distraction to other testers, the student may be dismissed from the Testing Center and must contact the instructor to talk about testing options.
- Students are required to remove cell phones, purses, smart watches/fitbits, backpacks, food and drinks, hats/caps, sunglasses, jewelry, any weapons, all items from their pockets, and any other item(s) identified by the testing staff.
 - All personal and prohibited items listed above are to be kept outside of the testing room – storage facilities are provided as a courtesy to you.

- Only those materials authorized by the instructor or testing proctor will be allowed in the testing room. These items include pens, pencils, erasers, and scratch paper provided by the Testing Center, along with any extra testing materials (such as formula charts, quick references, etc.) provided by the instructor.
- If the student requires food or drink in the testing room due to a medical condition, this must first be brought to the attention of testing staff before being brought into the testing room. You are not required to disclose your medical condition.
- Students must ultimately accept responsibility for his or her successful education. This includes maintaining satisfactory academic levels, attending classes, completing assignments, behaving appropriately, and communicating regularly with the appropriate office and/or individual regarding specific needs.

Faculty Responsibilities with Testing Center

- To meet with student and determine the accommodation needed for the class with the student.
- To provide photo ID to Testing Center staff when picking up an exam, to protect exam integrity.
- To provide reasonable instructional and/or testing accommodations as part of the faculty member's classroom management.
 - If faculty cannot provide accommodations, then the student can test in the Testing Center with at least three business days advance notice.
- To deliver exams to the Testing Center at least three business days in advance of the student's scheduled test date - if the student is testing in the Testing Center. Exams can be delivered by the instructor in-person at the Testing Center or by email to one of the Testing Center personnel.
 - If the faculty member cannot get the test to the Testing Center before the three business days' time limit, testing can be done within the department.
- To deliver exams to be administered in the Testing Center; instructors will be asked to complete an Exam Cover Sheet for the purpose of providing specific information regarding instructions and time allowed for the exams. Exam Cover Sheets can be downloaded electronically on **MySPC** under **Menu→Employee Info→Advising and Testing**, and found under the Forms section. These exam materials can be hand delivered to the Testing Center or submitted through email.
 - Exams need to have an Exam Cover Sheet so the Testing Center has the instructions to administer the exam. Exams received without the Exam Cover Sheet will be returned to the faculty member to administer the exam.
 - Do not give the exam to the student to deliver to the Testing Center.
 - Do not ask to have the student to deliver the completed exam to you.
- To be available by email or phone #. This is so faculty can be contacted in case there are questions about the exam.
- To pick the test up upon completion of the exam. The exam can be picked up by the faculty member or departmental secretary. If notified on the Exam Cover Sheet, the Testing Center can put the exam in campus mail.

Due to the number of students utilizing testing services, along with the time constraints, staff and facilities, ability to schedule double time for testing may be limited. Students may not be able to schedule an exam. Instructors are asked to work with the Testing Center in arranging times acceptable to all parties within the normal Testing Center office hours.

When special test accommodations are needed, it is in everybody's best interest if the proctor is either the instructor or another member of the academic department. This practice allows students to address any problems or questions they have to someone with knowledge of the course content and departmental procedures.

Testing Center Responsibilities

- To administer testing in an environment that is as free from visual and auditory distraction as possible
- Assist faculty members in monitoring accommodated testing when it cannot be done in the respective department.
- To keep exams secure at all times.
- To communicate with faculty and Disability Services staff as needed
- Based on resource availability in the Testing Center, testing services can be provided during our office hours of 8:00 a.m. – 3:45 p.m.
- To ensure the testing rooms are equipped with closed circuit cameras and exams are monitored at all times.
 - Any instance of suspected dishonesty will be referred immediately to the instructor for further action.
 - A report will also be made with the Disability Serves staff as required
 - A report will also be filed with the Academic Dean

Disability Services Office Responsibilities

- To assess students' requests for accommodations using the most current disability documentation provided by the students.
- To provide information regarding policies, procedures, rights and responsibilities to students with disabilities in accessible formats upon request.
- To inform the student of the scheduling process when testing in the Testing Center.
- To provide reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities who meet the college or university criteria for eligibility.
- To communicate with the Testing Center staff as needed.
- To ensure confidentiality of all information pertaining FERPA and HIPPA students' rights.
- To assist students in communicating with faculty about their disabilities and required accommodations, if needed.