



DALTON STATE COLLEGE TESTING CENTER

Academic Resources

Location: Liberal Arts Building, Room 103

Staff: Cathy Jackson, Testing Center Specialist

Email: cjackson@daltonstate.edu

Hours: Monday-Friday 8:00 am – 5:00 pm **Phone** 706 272-2606

Procedures for Arranging Testing Services

FACULTY RESPONSIBILITIES:

- Discuss with the student the specific test proctoring/accommodation needs and plans.
- Complete and sign the Accommodation Agreement form (provided by student). Return form to student.
- Complete a Proctoring form for each test.
- Provide on Proctoring form the procedure to follow if Testing Center needs additional information to administer the test during the testing session if instructor is in class or unavailable.
- Deliver exam and proctoring form to the Testing Center **by 3:00 pm the day before the exam.** The exam/assignment should be delivered in a sealed envelope. (Be sure to check the box informing the Testing Center how you wish to receive the exam after it is completed.) You may send an entire semester of tests if that would be helpful.

STUDENT RESPONSIBILITIES:

Disability Support Services (DSS) Testing

- Contact the Testing Center through email, by phone, or in person to schedule your tests. See above for contact information.
- Tests **MUST BE** scheduled at least 45 hours in advance.
- Give test days and times to your instructor through email, by phone, or in person as soon as possible. Instructor will send test to Testing Center.
- Arrive on time for scheduled testing date.
 - *If you arrive more than 10 minutes late for testing, you may be required to reschedule your test in order to utilize all of your accommodations.
 - *If you are absent for a scheduled test, you must contact the instructor to discuss whether you are able to make the test up, and then contact the Testing Center to reschedule.
- If POSSIBLE, take tests during regular class test time. If your schedule does not permit this, you will be permitted to take the test at a time convenient for you between 8:00 am the day before and 5:00 pm the day after the test.
- If POSSIBLE, take tests between 8:00 am- 5:00 pm. If your schedule does not permit, special arrangements will need to be made.

TESTING CENTER RESPONSIBILITIES:

- Provide the student with the specified accommodations(s).
- Ensure tests are administered utilizing Proctor form guidelines provided by the faculty member for each test.
- Ensure test security
- Return the exam in the manner which is chosen by the instructor. If an exam is not taken by a student, the exam will be held in the Testing Center for up to 2 weeks and then returned to the instructor through intercampus mail.

MAKE UP TESTING:

- Schedule each test **at least 24 hours in advance.** Inform the instructor of the scheduled test time for each test.
- Arrive on time for scheduled testing date.
 - *Students arriving **more than 10 minutes late** for testing may have to reschedule.
 - *If student is absent for a scheduled test administration, he/she should contact the instructor to discuss options and then contact Testing Center.
- Take make up only during specified Testing Center hours – **Tuesday's and Thursday's 3:00 pm-5:00 pm & Friday's 8:00 am-11:00 am-** and complete within the allotted make up testing time.