
I N T E R

MEMO

O F F I C E

To: All Faculty
From: SAC Testing Center
Subject: Instructor Testing Guidelines
Date: May 14, 2009

In order to provide support for SAC instructors, proctored exams are offered for special circumstances , such as when a student misses a class exam, the lack of a testing site in the case of online courses, or when a student has documented disabilities and is eligible for special test accommodations. If the Testing Center is not able to provide the requested accommodations, a test may be administered in the DSPS office.

To insure a quiet testing environment, audio media applications or laboratory experiments cannot be accommodated.

Tests, along with Test Instructions Form may be delivered to the Testing Center in person or via the Testing Center mailbox. Please specify on the Test Instruction Form any aids the student is allowed to bring with them when testing as well as test deadline. Many students wait until the last day or two of the deadline to test. Since space is limited and other tests may be going at the same time, please ask students to plan responsibly. If leaving more than 10 tests, please allow at least 4 days for students to come in to take the tests, keeping in mind that midterms and finals are our busiest time of the year. Also, since Friday is a short day, please avoid Friday deadlines if possible.












A schedule indicating the hours which students may take instructor tests is attached. Students must begin testing no later than 1 hour before the Testing Center closes. Please advise students to refer to Student Guidelines as well as Instructor Testing Schedule. Appointments are required for use of assisted devices such as Kurzweil. Also appointments are recommended for tests requiring accommodations other than extended time and/or a distraction free environment.

Completed tests will be returned to instructor's mailbox or held in the Testing Center until picked up by the instructor as requested.

If we catch students cheating we will not allow them to complete tests but will return to you and complete an Academic Honesty Incident Report. Please check with your division Dean on procedures to implement.

For further information please call Martha Fuentes at Ext. 6147.

Instructor Testing Guidelines for Students

-  **STUDENTS MUST PRESENT A PICTURE I.D. IN ORDER TO TAKE ANY TEST**
-  CELL PHONES SHOULD BE **TURNED OFF**
-  CHILDREN ARE NOT ALLOWED DURING TESTING
-  STUDENTS CAUGHT CHEATING WILL BE SUBJECT TO SUSPENSION
-  STUDYING IS NOT ALLOWED IN THE CENTER
-  IT IS THE STUDENT'S RESPONSIBILITY TO INFORM THEMSELVES ABOUT THE TESTING CENTER'S BUSINESS HOURS
http://www.sac.edu/students/admissions/placement_testing
-  STUDENTS MUST BEGIN TEST AT LEAST ONE HOUR BEFORE THE TESTING CENTER CLOSSES
-  **ABSOLUTELY NO TESTS WILL BE GIVEN TO STUDENTS AFTER THE TEST CUT-OFF DATE**
-  STUDENTS CANNOT TAKE TWO TESTS AT ONCE. THERE IS A 15 MINUTE INTERVAL BETWEEN TESTS IF SPACE IS AVAILABLE
-  **DURING MIDTERMS AND FINALS, ONLY 4 STUDENTS PER CLASS (IF SPACE IS AVAILABLE) WILL BE ALLOWED AT ONE TIME**
-  STUDENTS REQUESTING SPECIAL ACCOMMODATIONS MUST HAVE A DOCUMENTED DISABILITY AND AUTHORIZED ACCOMMODATION MUST BE INDICATED BY INSTRUCTOR ON TEST INSTRUCTION FORM