

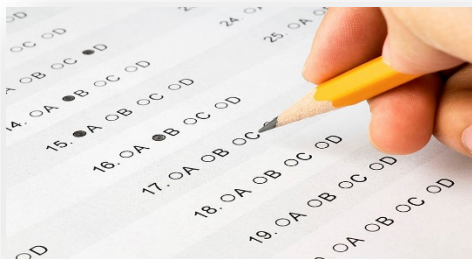
# Assessment Center Instructor Quick Guidelines

## What do I (instructor) need to do so my student(s) can take a test at the AC?

An "Instructor Test Instruction Form" needs to be filled out for every exam that is dropped off.

### Areas on the ITS that need to be completed:

- \* Time allowed for the exam.
- \* Exam deadline (last day/time a student can take the exam).
- \* Is an answer sheet or blue book needed for the exam?
- \* What is the student allowed to use when taking the exam (e.g. scratch paper, calculator, dictionary, notes, etc.).
- \* Will you be picking up the exam at the AC or do you want it returned to your mailbox in the Administration Building (S)?
- \* Student Name should be completed as it helps us match the student you are expecting to take the exam. For DSPS students we need the Name and for you to check off the appropriate accommodation they were approved for by DSPS. (i.e. time and a half, distraction reduced setting, etc.).
- \*\* NOTE: students need to make appointments if they need to use assistive technology (Kurzweil, CCTV, etc.).



### Please inform your students about the following:

- \* A **picture I.D.** is required from all students who take exams in the AC.
- \* Students should check the AC's current business hours by checking the AC's website <http://www.sac.edu/student-services/assessment-center/>, stopping by the center or calling the center at (714) 564-6147.
- \* No electronic devices are allowed inside the testing area.
- \* For a complete list of the "Student Guidelines", please have students go to the AC's website <http://www.sac.edu/student-services/assessment-center/>.