To: All Faculty

From: SAC Assessment Center

Subject: Class Exams / Make-up Exams

Date: Fall 2015

In order to provide support for SAC instructors, proctored exams are offered for special circumstances, such as when a student misses a class exam because of illness or other unavoidable absence, 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 that specify the Assessment Center as the proctoring location.

TESTS, ALONG WITH TEST INSTRUCTION FORM SHOULD BE DELIVERED TO THE ASSESSMENT CENTER IN PERSON OR VIA THE ASSESSMENT CENTER MAILBOX due to paper shortage, emailed exams will only be allowed on a case by case basis.

Please specify on the Test Instruction Form any aids the student is allowed to bring with them when testing as well as the test deadline. Many students wait until the last day or two of the deadline to test. Even though our center has expanded, we ask that you please remind students to plan responsibly so that we can accommodate everyone’s needs in a timely manner. 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 semester. Also, since the Assessment Center is only open until noon on Fridays, please avoid Friday deadlines if possible.

A schedule indicating the hours which students may come in and take Class exams or Make-up Exams is attached. Please note the Assessment Center will be closed Monday-Thursday from 11:30 am-12:00 pm for the entire semester. Students must begin testing no later than 1 hour before the Assessment Center closes. Please advise students to refer to Student Guidelines as well as Instructor Testing Schedule. Appointments are required for use of assisted technology such as Kurzweil. Also appointments are recommended for tests requiring accommodations other than extended time and/or a distraction free environment.

If you have a specific request or need please contact the Coordinator Maria Aguilar Beltran (X46130).

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

If we catch a student cheating we will not allow them to complete the test 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. 46147 or check our website.

MAB/ec
SAC Assessment Center Guidelines

- **PICTURE ID IS REQUIRED** FROM ALL STUDENTS FOR TESTING

- CELL PHONES **ARE NOT** ALLOWED INSIDE TESTING AREA

- NO CHILDREN ARE ALLOWED INSIDE TESTING AREA

- STUDENTS CAUGHT CHEATING WILL BE SUBJECT TO SUSPENSION

- STUDYING **IS NOT** ALLOWED IN THE CENTER

- IT IS THE STUDENT'S RESPONSIBILITY TO INQUIRE ABOUT THE ASSESSMENT CENTER'S HOURS FOR CLASS EXAMS AND MAKE-UP EXAMS AND TO CHECK FOR ANY CHANGES. TO CHECK FOR ANY CHANGES GO TO THE ASSESSMENT CENTER HOMEPAGE ON THE SAC WEBSITE.

- STUDENTS MUST BEGIN TESTS AT LEAST ONE HOUR BEFORE THE ASSESSMENT CENTER CLOSES

- 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.