



TUTORING & TESTING CENTER

Faculty Guide for Using the Test Center

HOURS:
Monday-Thursday 5:00-9:00 p.m.
CONTACTS:
(805) 654-6400
Antonio Huante, ext. 1235
Sandy Hajas, ext. 3124

General Information

Complete the Testing Services Request Form to provide us with the details concerning your exam. Please be sure to provide the student's name and student ID number on the form. **NOTE: WE WILL ASK STUDENTS TO PROVIDE IDENTIFICATION PRIOR TO TAKING THE EXAM.**

- Take your exam and Testing Services Request Form to the Tutoring Center and place in the EXAM TESTING FILE DRAWER. We will notify you of any problems or conflicts with exam dates or times. We ask that you keep your make-up exam between our testing hours noted above.
- Please note the password necessary for an online exam.
- To avoid any inconvenience to your students and to ensure that Tutoring & Testing Center staff members have sufficient time to process your exam request, we ask that you submit your request at least one workday in advance of the authorized test date whenever possible.
- Students will not be allowed to take tests after the specified date on your request. If you want to authorize a student to test after that date, we ask that you let us know preferably through email when possible.
- Inform your students in advance as to when your test will be available in the Testing Center, how much time you have allotted, and what aids (notes, calculators, etc.) they should bring and will be allowed.
- Testing Center staff will adhere strictly to your written test instructions. Please make sure we have all of the information necessary to provide your students with timely and efficient service.
- If detailed testing instructions are necessary, provide a separate copy of the instructions for each student to read and follow.
- We will not allow students to phone you or anyone else during an exam unless you specify that it is okay on the form. Testing staff will make the phone call for the student from the information you provide on your request form.
- **PLEASE INFORM YOUR STUDENTS:** Students must present a current photo identification to take tests in the Testing Center such as a driver's license, student ASB card, state issued identification card, military identification, and passport. If a student doesn't have a current photo ID, you may accompany the student for a personal ID (student must take the test at that time) **or note that you will not require on your request form.**

Academic Integrity

Please inform your students that Testing Staff will notify you of any evidence or appearance of academic dishonesty.

Retrieval of Completed Exam

- You may pick up your exams from the Tutoring Center, however please understand that our staff may not recognize who you are, so we ask that you identify yourself and initial receipt of the exam.
- You may also send someone over to pick up the exam for you, but please send a note or email noting the name of the individual. They also will be asked to identify and initial receipt of the exam.
- You may also choose to have us place the exam in an envelope and place in the inter-office mail. We will make every effort to see that it goes out in the next day's mail.