Testing Center Request Form

IMPORTANT NOTICE!!!

The Ventura College Testing Center is open for make-up testing that is instructor approved.

Please submit this completed form and testing materials via email (vctesting@vcccd.edu) or in person (LRC 155) **at least two working days before the exam is to be taken**. You should then notify your student to call the Testing Center at (805) 289-6093 or come in person (LRC 155) to arrange for a testing appointment. NOTE: **LRC 155 has capacity limit of 10 students per testing session.**

Please inform your students of the following requirements:
1. Students must have an appointment to be able to take the exam at the Testing Center (no drop-ins allowed)
2. Students must have a valid photo ID (driver's license, student ID card, etc.) to be able to take the make-up test.

The Testing Center staff will not grade, assess, advise, or otherwise assist students beyond providing test directions, test proctoring, and enforcing test restrictions specified by you.

Completed tests will be returned to you using the method of return you mark below.

Online Exam: Yes ☐   No ☐   Method of return: Pick up : ☐   Mail: ☐ (Administration Bldg.)

FACULTY AND TEST INFORMATION

Professor's Name:_____   Phone: _____   Email:_____

Course Name & No.: _____   Term/YR:_____   Name of Test/Quiz: _____

Date Exam to be taken: _____   Last Date Exam can be taken: _____   Time Allowed for exam:_____

Name(s) & Student ID numbers of student(s) to be tested: _____

_____

PROCTORING INSTRUCTIONS

NOTE: Students will not be allowed to leave the Testing Center while testing and return later to complete a test **unless** otherwise noted by instructor. **Only items indicated below will be allowed. If an item is left unchecked, it will be assumed that it is NOT allowed.**

Record answers on:

☐ Test Copy   ☐ Scantron   ☐ Blue Book   ☐ Other, specify: _____

Please check all that apply:

☐ Breaks allowed   ☐ 3X5 Cards
☐ Notes, specific type & amount   ☐ English dictionary
☐ Scratch paper   ☐ Foreign language dictionary
☐ Calculator   ☐ Books, specific name
☐ Flash drives   ☐ Computer/Software, specify
☐ Other restrictions   ☐ Okay to phone instructor during exam

Professor's Signature:_____   **Date:**_____