

Make-up Testing in the Academic Success Center INFORMATION for INSTRUCTORS

To meet the needs of students who require accommodations due to a documented disability or who are unable to take exams during regularly scheduled times due to illness or an emergency, make-up test sessions are offered in the ASC during the following days/times:

Wednesday	2:00 pm - 4:00 pm
Thursday	5:30 pm - 7:30 pm
Saturday	12:00 pm - 2:00 pm

Please note: a maximum of one and one-half hours is allowed for regular test taking and an extra half hour is provided for students with accommodations.

Scheduling, Dropping Off, & Retrieving Tests

Step 1: *Reserve a spot* in a testing session. Call the ASC with the student's name, Banner ID number and choice of sessions. Be sure to inform the student of the date, day, and time that you have scheduled him or her to take the test and that it is important to arrive on time.

Step 2: *Fill out a cover sheet* for each student taking the test. Include any instructions for the proctor to follow when administering the test. Also indicate whether the student will be allowed to reschedule the test on his or her own. **Be sure to indicate the length of time for the test.** Attach the cover sheet to the test. We will place it in the folder corresponding to the session you choose.

Step 3: *Deliver the test* and cover sheet to the ASC.

- Please seek assistance from one of the following staff members when dropping off or picking up your exam(s):

Marie Basche, Director (906-5095 Room 411)

Laura Reale-Foley, Coordinator - Pathways (906-5000 ext. 6439 Room 410)

Tammy Wright, Educational Assistant (906-5200 Front Desk)

Reuben Cartagena, Educational Assistant (906-5200 Front Desk)

Rocio Zavala, Educational Assistant (906-5200 Front Desk)

- It is best to call ahead to be sure that a staff member will be available when you drop off or pick up your exam(s). Please do not ask a student worker at the front desk to assist you in dropping off or retrieving completed tests, as they are not mandated to do this. (Student-workers are able to reserve a testing spot on TutorTrac.)

Finally, *retrieve the completed test* in Room 410. When you meet with a staff member, be sure to sign and date the cover sheet to confirm that you have received it. This process enables us to keep track of the location of the test at all stages of the process.