

INSTRUCTIONS FOR THE TESTING CENTER
Re-testing, Make-up Testing and Special Needs Testing for A-B Tech Students

Location: Simpson Building 828-398-7219 or testingcenter@abtech.edu

Hours: Monday -Thursday 9:00 a.m.- 7 p.m., Friday 9:00 a.m. -5 p.m.

Doors close at 6 p.m. Monday – Thursday.

Please administer the attached test for

Instructor: _____

Course: _____

to (student): _____

between: _____ and _____
(First date to administer) (Last date to administer)

Un-timed: _____ or

Time Limit _____ minutes

Test ID _____
(Chapter # or name or Test #)

Other information (Unless indicated below the Testing Center supplies only the test, pen or pencil and scratch paper.

_____ Calculator allowed _____ Book allowed

_____ Graph paper allowed _____ Notes allowed

_____ Computer/Internet use allowed

_____ Permission to complete test in 2+ sessions

_____ Scribe _____
(Name of Scribe provided by Disability Services)

_____ Reader _____
(Name of Reader provided by Disability Services)

Other Accommodations or Instructions: _____

Id Checked: _____ Date: _____ Test started: _____ Completed: _____ Proctor: _____

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_____ Reader _____
(Name of Reader provided by Disability Services)

Other Accommodations or Instructions: _____

To be filled out by test administrator. Keep this form attached to test and return to instructor.

Id Checked: _____ Date: _____ Test started: _____ Completed: _____ Proctor: _____

A-B Tech Testing Center
Procedures **for A-B Tech Instructors/Students**

1. A-B Tech instructors may send students to the Testing Center for **re-testing, make-up testing and special needs testing** for A-B Tech courses. For courses taught completely online, instructors may require students to use the Testing Center at A-B Tech or another approved testing location.
2. Instructors should hand deliver tests to the Testing Center with the “Instructions to the Testing Center” cover sheet filled in appropriately.
 - a. Both instructors and students must show a photo ID in order to drop/off/pick/-up or take a test in the Testing Center.
 - b. If the student is allowed to use materials other than paper and pencil, these must be listed on the cover sheet.
 - c. Time limits, if any, should be listed clearly.
 - d. Changes or exceptions should be discussed with Testing Center staff in advance of the test.
3. Tests and cover sheets must be hand delivered to the Testing Center at least 2 days before the test date. **Do not give tests to students. Please do not send tests through campus mail.**
4. Tests must be completed in one continuous session unless otherwise indicated on the cover sheet.
 - a. The Testing Center will not remain open after the posted closing time.
 - b. Students may not begin a test within one hour of closing.
 - c. If a student begins a test and subsequently leaves the Testing Center for any reason, the test will be considered completed.
 - d. Students are strongly encouraged to schedule a testing time. Lockers are available for students to secure their personal belongings during a test.
5. Tests will not be scored in the Testing Center.
6. In general, completed tests will be hand delivered to the instructor’s campus mailbox by the Monday after the test has been taken. All untaken tests will be returned to the instructor by the Monday after the last date to be completed. Instructors are welcome to pick up tests from the Testing Center in Simpson. Be sure to wear your nametag or bring a photo ID with you.
7. **Please do not ask the Testing Center staff to accept last-minute tests during peak testing times.**
8. Tests will be filed by Instructor’s last name. Students **MUST** know their instructor’s name and test ID (Chapter # or name or Test #) in order for Testing Center to give out the proper test.
9. Students must present a valid picture ID for identification in order to take a test. An A-B Tech student ID card is an excellent option.