Proctoring Service for Make-up Exams And Special Accommodations

Spring 2020

Note: If student requires approved reader/scribe service, the Testing Office must be notified four working days prior to appointment. Student is responsible to make the appointment.

The Service

The Assessment Office offers an environment that ensures the security and integrity of all exams for NVC Faculty, and exceptional support for our students requiring approved special accommodations.

Start Here:

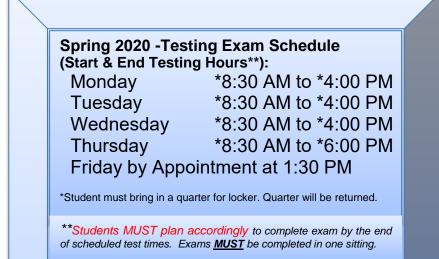
- Complete Exam Information Form. available 1. an The exam form is on our website at: https://www.alamo.edu/nvc/admissions-and-aid/testing-center/make-ups-and-accommodations/
- 2. An Exam Form MUST be completed for each exam:
 - a. To ensure that the exam is administered appropriately, we ask that instructors fill out all exam forms <u>completely</u>. Please include any approved materials (notes, books, dictionaries, calculators, scratch paper, etc.) to be used by the student during the exam.
 - b. An exam that requires proctoring more than 4 students, a **Supplemental Form** must be filled out, and attached to the Exam Information Form located at https://www.alamo.edu/nvc/admissions-and-aid/testing-center/make-ups-and-accommodations/
- 3. ALL Exam Requests should be submitted to the Assessment Office, Cypress Campus Center, Room 207 or at <u>nvc-assessment@alamo.edu</u> AND received at least <u>one day prior</u> to the day student is to take test.
- 4. If special accommodations are required and approved through the Access Office**, the form and exam should be turned in at least **48 hours in advance**. This will allow the Assessment Office ample time to prepare accommodations accordingly.
- 5. To ensure the integrity of all exams, Banner number is *required* on all Exam Requests.

Delivery

- 1. The Assessment Office offers the following Exam Return options:
 - a. Scanned and emailed Delivery within 24-48 hours.
 - b. Delivery/Drop-off. Deliveries are scheduled on THURSDAY Only
 - c. An instructor may Pick Up Exams in the Assessment Office located in the Cypress Campus Center building, Second Floor, Room 207

**In an effort to comply with state requirements, please ensure that materials approved by Access Office and required by instructor are included with Exam Request.

Important Information for Students



GIVE FORM TO YOUR INSTRUCTOR APPROX. 1 WEEK BEFORE EXAM DATE. PLEASE CHECK DEADLINES WITH INSTRUCTOR. *Exam Taken in Cypress Campus Center, Room 207*

Only approved items will be allowed in testing rooms. Student will be required to place ALL non-approved items in Lockers. Coin return lockers (quarters) are available; STUDENTS MUST BRING A QUARTER; however lockers are LIMITED in size. Testing staff will not be responsible for holding items; it is recommended that students make arrangements for personal belongings.

Roster ID:

Exam ID:

(Office Use Only)

Email/Del/PU _____ Closed _

Exam Information Form – FOR MAKE-UP EXAMS AND SPECIAL ACCOMMODATIONS

PLEASE READ ALL INSTRUCTIONS ON BACK & FRONT OF FORM.

Today's Date:	Instructor Name:
Course & Section #:	Instructor Phone #:
Student Name:	Student Banner ID:

INSTRUCTOR USE ONLY

INSTRUCTIONS ON HOW TO	ADMINISTER	THE EXAM:	MAKE-UP EXAM: ON-LINE EXAM:	
<i>Picture ID is required for all exams</i> Identify what student may use and if may take breaks?				
Calculator allowed?	Yes	□ _{No}	(If a student requires accommodations, it is the student's responsibility to provide their letter of approved accommodations in order to utilize those accommodations.)	
Notes allowed?	□ _{Yes}	□ No	The Testing Office must be notified four working days prior to exam if student requires a private room or reader/scribe. It is the student's responsibility to schedule for these accommodations.	
Book allowed?	□ Yes	No	Exam Deadline Date:	
Scratch Paper?	Yes	No	Returning Exam: (Check One)	
Restroom Breaks?	□ Yes	No	PICK UP MAILBOX/OFFICE EMAIL/FAX ONLINE	
Exam Title:			Mailbox Location:	
OTHER INSTRUCTIONS: (pleas submitted with exam)	e include if scratc	h paper should be	Email Address*: @@alamo.edu *Only required when submitting the initial request this current semester	
			Alternate email: (Faculty may provide alternate email for notifications)	
			Passcode:	
			Extended Deadline:	
Assessment & Testing Office, Cypress Campus Center 207 P: 210-486-4346 E: <u>nvc-assessment@alamo.edu</u> F: 210-486-9049				

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Logged _____ Tested _