

Proctoring Service for Make-up Exams And Special Accommodations

Summer 2019

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:

1. Complete an Exam Information Form. The exam form is available 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 **completely**. 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 nvc-assessment@alamo.edu AND received at least **one day** prior 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

Summer 2019 -Testing Exam Schedule (Start & End Testing Hours):**

Monday	*8:00 AM to *6:00 PM
Tuesday	*8:00 AM to *6:00 PM
Wednesday	*8:00 AM to *6:00 PM
Thursday	*8:00 AM to *6:00 PM

*Student must bring in a quarter for locker. Quarter will be returned.

****Students MUST plan accordingly** to complete exam by the end of scheduled test times. Exams **MUST** be completed in one sitting.

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)

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:*****Picture ID is required for all exams***

Identify what student may use and if may take breaks?

Calculator allowed? ☐ Yes ☐ NoNotes allowed? ☐ Yes ☐ NoBook allowed? ☐ Yes ☐ NoScratch Paper? ☐ Yes ☐ NoRestroom Breaks? ☐ Yes ☐ No

Exam Title:

MAKE-UP EXAM: ☐ON-LINE EXAM: ☐SPECIAL ACCOMMODATIONS: ☐*(If a student requires accommodations, it is the student's responsibility to provide their letter of approved accommodations in order to utilize those accommodations.)****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.***

Exam Deadline Date:

Returning Exam: (Check One)

☐☐☐☐

PICK UP MAILBOX/OFFICE EMAIL/FAX ONLINE

Mailbox Location:

OTHER INSTRUCTIONS: (please include if scratch paper should be submitted with exam)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: nvc-assessment@alamo.edu F: 210-486-9049**FOR OFFICE USE ONLY**

Logged _____ Tested _____ Ret _____ Email/Del/PU _____ Closed _____