

Proctoring Service for Make-up Exams And Special Accommodations Fall 2021

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. **Due to COVID in person reader/scribe is not available at this time.**
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

Fall 2021 -Testing Exam Schedule (Start & End Testing Hours):**

Monday	*9:00 AM to *4:00 PM
Tuesday	*9:00 AM to *4:00 PM
Wednesday	*9:00 AM to *4:00 PM
Thursday	*9:00 AM to *4:00 PM

****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 Dessert Willow Welcome Center,
Room 221***

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 plan 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.)***Due to COVID in person reader/scribe is not available at this time.**

Exam Deadline Date:

Returning Exam: (Check One)

PICK UP MAILBOX/OFFICE EMAIL ONLINE

Mailbox Location:

Email Address*: @alamo.edu

*Only required when submitting the initial request this current semester

Alternate email:

*(Faculty may provide alternate email for notifications)***If Exam requires proctor password, please provide:** **Testing Office Staff Use - Extended Deadline:****EXAM INSTRUCTIONS:** (please provide detail information on administration of the exam)Assessment & Testing Office, Desert Willow Welcome Center RM 221 P: 210-486-4346 E: nvc-assessment@alamo.edu**FOR OFFICE USE ONLY**

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