

# ***Proctoring Service for Make-up Exams And Special Accommodations Spring 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](mailto: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 FRIDAY 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**

### **Spring 2019 -Testing Exam Schedule (Start & End Testing Hours\*\*):**

Monday	*8:30 AM to *4:00 PM
Tuesday	*8:30 AM to *4:00 PM
Wednesday	*8:30 AM to *4:00 PM
Thursday	*8:30 AM to *6:00 PM
Friday	by Appointment at 1:30 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 &amp; 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)

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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](mailto:nvc-assessment@alamo.edu) F: 210-486-9049**FOR OFFICE USE ONLY**

Logged \_\_\_\_\_ Tested \_\_\_\_\_ Ret \_\_\_\_\_ Email/Del/PU \_\_\_\_\_ Closed \_\_\_\_\_