

CCBC TESTING CENTERS

PROCTORED TESTING FORM

CATONSVILLE Location: K-205 Phone: (410) 455-4173 E-mail: catonsville.testingcenter@ccbcmd.edu	DUNDALK Location: L-112 Phone: (410) 285-9572 E-mail: dtc@ccbcmd.edu	ESSEX Location: A-215 Phone: (410) 780-6901 E-mail: etc@ccbcmd.edu
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Please visit the CCBC website at www.ccbcmd.edu/testing for current hours of operation. Faculty and students may call/e-mail the Testing Center to **verify hours** and to **make an appointment**. Hours are subject to change without notice and the Testing Centers may not be open every Saturday. Appointments for testing are necessary for the Catonsville and Essex campuses only.

ATTENTION FACULTY MEMBER: Please provide ALL of the following information:

Test Submission Date: _____ Faculty Name: _____ E-Mail Address & Phone Number: _____
Course Name/Number: _____ Description/Title of Test: _____ Date/Time of Class Test _____
Deadline: _____ Time Limit: _____ Is a change in date/time permitted without instructor's permission? Yes _____ No _____
Student's Name: _____ * (If this exam is for a distance learning class or for more than one student, a roster **MUST** be attached.)

SPECIFIC TESTING INSTRUCTIONS: (Please check all that apply)

DICTIONARY _____ NO _____ YES _____ ENGLISH _____ NON-ENGLISH _____ ELECTRONIC
CALCULATOR _____ NO _____ YES _____ GRAPHING _____ NON-GRAPHING
TEXTBOOK _____ NO _____ YES TITLE (optional): _____
MATERIALS _____ NO _____ YES _____ (for example: periodic tables, formulas, diagrams, scrap paper)
NOTES _____ NO _____ YES

ACCOMMODATIONS PER DISABILITY ACCOMMODATION LETTER:

_____ XT (Time plus 1/2) _____ Quiet Room/Distraction Free _____ Large Print/CCTV _____ Use of the Computer _____ Calculator
_____ Reader _____ Scribe _____ Taped/Scanned Test _____ Spelling Aid _____ Kurzweil _____ Other _____

ANSWER FORMAT: (all materials must be provided by the instructor)

_____ Directly on the Test/Exam _____ Notebook Paper _____ Blue Book (provide) _____ Scantron Form (provide)
_____ Separate Answer Sheet (provide) _____ Other (please specify) _____

DELIVERY INSTRUCTIONS:

_____ Instructor or Instructor's designee (name) _____ will pick up on (indicate date) _____
_____ Send to me via inter-office mail** at _____ or US Postal mail to: _____
** If the instructor requests, staff will mail completed tests; however, the Testing Centers are not responsible for the security of these tests once they leave the office.

Instructor's Signature _____ Date _____

RECEIVED (date/initials)

ADMINISTERED (date/time/initials)

PICKED UP/MAILED (date/signature)

NOTE: Please know both faculty and students should read *all* of the following policy information. If there are any questions, please contact the Testing Center. Instructors need to arrange testing dates/times according to the Testing Centers availability. In addition, the instructor should provide policy information to their students and inform students of test date availability and test date deadlines. (F)

Instructors must complete a [CCBC Testing Center Proctored Testing Request Form](#) and submit the completed form(s) with the test(s) and all materials needed, including blue books, Scantron answer sheets, other types of answer sheets, etc. Electronic delivery of a test, the request form, and course roster, if applicable, using email is preferred. Copies of tests emailed will be made by the Testing Centers. If a paper copy of a test is being submitted through the mail, the instructor is responsible for supplying enough copies of the test based on the numbers of students expected to test. Faxing a test, except on an emergency basis, is not suggested since often the faxed copy is hard to read and or the whole test does not transmit. (F)

- If more than one student is testing for a course and proctoring directions are the same for each student, the instructor must provide a course roster along with the Request Form. **(F)**
- The Testing Centers cannot administer a test for an entire class in one test sitting nor can the center be used as a facility for a class to go to if the instructor is unable to attend a scheduled class time for any reason. To arrange any type of testing involving retests for the majority of a class and or to use the Testing Center other than for an individual in need of a make up or for Distance Learning course testing, the instructor must call the contact person for the Testing Center they plan to use. The contact person for the Testing Center will decide if the use of the Center can take place. **(F)**
- The instructor is responsible for delivering and picking up tests. The Testing Centers are not responsible for the security of tests mailed to the Centers until the tests are received by the Centers. If the instructor requests, staff will mail completed tests; however, the Centers are not responsible for the security of exams once they leave the office. Please refer to delivery instructions on the Request Form. **(F)**
- Computers with Microsoft programs may be available for students to use, if required for a test. Please call the campus Testing Center contact person to arrange this type of testing. **(F)**
- Students are not allowed to bring a test to the Testing Centers or to take one away without written consent from the instructor. **(F/S)**
- All tests are to be assumed closed book and closed notes unless otherwise specified on the Request Form. If the Request Form is not completely filled out by the instructor, students will not be allowed to use any aids while testing. **(F/S)**
- Any papers, including scrap paper and worksheets, used by the student while taking a test will be collected along with the test and given to the instructor. **(F/S)**
- In accordance with CCBC's academic honesty policy, suspicion of cheating will be documented and reported to the student's instructor. Any evidence of suspected academic dishonesty would be collected and given to the instructor. The instructor will make disciplinary decisions. **(F/S)**
- Students must contact the desired Testing Center to verify hours and to arrange an appointment to test. (Appointments are required at Catonsville and Essex only. Email Catonsville using catonsville.testingcenter@ccbcmd.edu; Email Essex using etc@ccbcmd.edu); **(F/S)**
- Students must sign in and present a valid picture ID (CCBC student ID/driver's license) before a test can be administered. **(F/S)**
- Only people actively taking a test are permitted in the Testing Centers. Children and other people accompanying the test taker may wait outside the Testing Centers. CCBC Testing Center staff discourages leaving children unattended. **(S)**
- Students are discouraged from leaving the Testing Centers during the test for personal reasons. Personal needs should be attended to before entering the Testing Center. **(S)**
- Tobacco products, food, drink, and chewing gum are not allowed in the Testing Centers. **(S)**
- Electronic devices such as cell phones, pdas, blackberries, and pagers must be turned off and put away before entering the Testing Centers. **(S)**