

NWACC
Testing Services
Testing Guidelines:

Instructor Guidelines for Use of Testing Center

NWACC Testing Services and its Testing Center currently observes the following guidelines when providing services for NWACC instructors.

Instructor Options

- Instructors may request the Testing Center to provide on-campus proctor service for distance learning exams, make-up exams, and unassisted disability accommodations (***exams should be submitted to the Testing Center no later than one day prior to the exam date***).
- Instructors may request the Testing Center to process exams for off-campus testing (***off-campus exams should be submitted to the Testing Center no later than two weeks prior to the exam date***).
- Instructors may request the Testing Center to assist with the location of an off-campus testing site.

Examination Requirements

- Instructors must complete and attach a Coversheet to each exam.
- After verifying student identification, the Testing Center will review pertinent coversheet information with the student; the coversheet and all attachments will then be given to the student to be completed as one unit, in one sitting.
- Passwords, instructions, answer sheets, and any handouts should be referenced as attachments on the coversheet.

On-Campus Distance Learning Condition

- Distance learning instructors should submit a class roster, accompanied by a master coversheet and exams, prior to each test period (***DL roster and coversheet should be submitted to Testing Center no later than two days prior to the exam date***).

Off-Campus Testing

- Instructors must complete and attach a Coversheet to each exam.
- An Off-Campus Test Center Information Form should be submitted for each student that will be testing off-campus (***off-campus information should be approved by instructor and submitted to Testing Center no later than two weeks prior to the exam date***).
- Students are responsible for all fees charged by off-campus test centers.
- Instructors may approve on the coversheet for off-campus students to provide a stamped, self-addressed envelope for the return of graded exams.

Testing Center Forms: <http://www.nwacc.edu/lcd/testingcenter/documents/coversheet2006.doc>