

Pine Technical College

Policy and Procedure

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Division/Department: Academic Skills Center/Learning Resource and Technology Center

Subject: Coordination and Supervision of Students' Makeup Tests

Authorities:

Purpose: This policy establishes the procedures and the operational environment for the allowance of limited proctoring of instructor assigned student make-up tests under the supervision of the Academic Skills Center (ASC). This policy only applies to makeup testing on campus, not online, special accommodations, or testing for ITV classes.

Policy: Makeup test proctoring is the responsibility of the instructor and this testing should be completed in a faculty member's classroom or office. For extenuating circumstances, however, special testing procedures and times are established for makeup tests to be administered and supervised through the ASC.

ASC Procedures for the Proctoring of Makeup Tests in Extenuating Circumstances

Faculty:

1. Instructors, either in person or by email, must make prior arrangements, 48 hours in advance, with the ASC Director for the proctoring of a test.
2. If a student cannot take a make-up test during the designated time block(s), it is then the responsibility of the instructor to make arrangements for proctoring of the test in his or her office or classroom.

The Academic Skills Center Director will notify the CAO if a conflict arises for any of the scheduled proctoring of make-up test dates; the CAO will then ensure the scheduled time is covered.

Students:

1. Must report on time for the testing session and be prepared to show personal identification.
2. Must follow established testing protocol.

ASC:

1. Establishes the test-taking time blocks at the beginning of each semester and publishes this information to the academic faculty.
2. Notifies faculty members via e-mail and posts an office notice when the ASC is not available for testing due to scheduling conflicts with the director's other duties, which includes other types of test proctoring.
3. Reports any irregularities or questionable conduct during the testing session to the appropriate instructor immediately and documents the incident.

4. Maintains electronic records of test proctoring activity and prepares forms and reports as needed.
5. Insures that each completed test is delivered to the instructor in a secured manner.
6. Files all scheduled and completed tests in a secure location.

Responsibilities: Faculty and ASC staff are responsible for the implementation of this policy. Additional faculty, staff, and student responsibilities are defined in the procedure above.

Dissemination: This policy will be disseminated to the college community through the usual channels, including the Intranet.

Reviewed by Leadership Team:

Reviewed by Faculty Shared Governance:

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Revision #1 reviewed by Faculty Shared Governance: 1/11/2011

Approved: _____ Date: