

## ASC Testing Center Coversheet

Deliver this form and the student's test to **Room 100** or email to [NCCLC@ccsnh.edu](mailto:NCCLC@ccsnh.edu) *at minimum 24 hours prior* to the scheduled testing time. No test will be administered without this form and a scheduled appointment. No drop in testing allowed.

### Testing Center Hours: Monday through Thursday 9:00a to 5:00p. Friday 9:00a-3:00p

*All students **must** have a scheduled appointment and complete testing by the end times indicated above.*

**STUDENT:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Test Name:** \_\_\_\_\_ **Inst. Email:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Drop-off Date:** \_\_\_\_\_

**Date of Test:** \_\_\_\_\_ **Time of Test:** \_\_\_\_\_

Day, Month, Date Ex. Monday, October 10

**Student has a RAP: YES \_\_\_\_\_ NO \_\_\_\_\_**

\*\*\*STUDENTS with RAPS are given scheduling priority due to limited seats in the Testing Center (TC) \*\*\*

**IMPORTANT, please review:**

- *Provide specific time limit and instructions* for the Testing Center proctor below (ex. 75 minutes, unlimited time is not allowed).
- Students may not leave the TC once they begin test and cannot return at a later date to complete the test.
- Students are required to show a PHOTO ID prior to testing until student is known and recognized by ASC Support Staff.
- Untaken tests are held for one week and then returned to instructor's mailbox.
- Completed tests will be returned to the instructor's mailbox unless otherwise indicated.
- Students need to allow time to finish tests by 5:00 pm, Monday – Thursday and by 3:00 pm on Fridays.

**TESTING INFORMATION/GUIDELINES: Please indicate what is/is not allowed for testing session**

1. Time Limit (REQUIRED):			
	Yes	No	Comment
<b>2. Textbook allowed</b>			
<b>3. Notes permitted</b>			
<b>4. Calculator</b>			
<b>5. Computer</b>			
<b>6. Dictionary/Thesaurus</b>			
<b>Additional Instructions/Comments:</b>			

**FOR OFFICE USE:** Arrival Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Test End Time: \_\_\_\_\_

Delivered to professor's mailbox: Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

# Testing Services at the Academic Success Center

Please follow the policies and procedures outlined below.

## Testing Procedures for Instructors:

### 1. Complete a Coversheet

The coversheet is available online or in Room 100. The instructor must complete a coversheet for each student requesting use of the testing center.

You can request that the student pick up the Testing Cover Sheet from Room 100 and bring it to you when requesting a test session in Room 100.

Include the **exact date and time** the test is to be taken whenever possible and specific testing instructions. *A TIME LIMIT is required. If you're allowing your class 50 minutes to complete the test, then please write 50 minutes. If the student has a RAP that indicates 50% extended time then please write 75 minutes for the time limit, etc.*

### 2. Confirm Availability

Coversheet and attached test need to be submitted **at least 24 hours prior to testing time** so the ASC can plan for time/space availability.

Coversheet and test can be delivered to 1.) the Support Staff in Room 100, 2.) placed in the Academic Success Center mailbox in the staff mailroom, or 3.) emailed to [ncclc@ccsnh.edu](mailto:ncclc@ccsnh.edu).

*If this procedure is not followed the ASC may not be able to accommodate the request to use the testing center.*

### 3. Test Completion

Completed tests and tests with expired deadlines from students who did not show up will be delivered to the instructor's mailbox unless otherwise specified.

Please Note: Make-up testing is for individuals only; we cannot accommodate groups or classes. Please do not send more than 3 NON-RAP students from your class per exam.

Students may not leave the Testing Center once they begin testing and cannot return at a later date to finish.

Thank you  
Academic Success Center

Direct Line: (603) 578-8930 | Ext: 1453 | Email: [ncclc@ccsnh.edu](mailto:ncclc@ccsnh.edu)

**DELIVER COVER SHEET & TEST**

Room 100 or email: [NCCLC@ccsnh.edu](mailto:NCCLC@ccsnh.edu)

# ASC Testing Center Policies

- *Make-up testing is for individuals only; we cannot accommodate groups or classes. Do not send more than 3 NON-RAP students from your class per exam.*
- All exams require a completed coversheet. The professor and student must agree on the day and time that the student will take the test. **NOTE:** Tests cannot be scheduled during a class period of another course for which the student is registered.
- Deliver the completed coversheet and exam to the front desk in the Room 100 or email to **ncclc@ccsnh.edu** at least 24 hours prior to the date of the exam. Tests received without 24 hour notice may not be accepted due to space availability.
- Professors must communicate with the student what aids are allowed for use on the test (class notes, calculator, etc.) and the time allotted for the test (ex. 75 minutes) as well as marking on the coversheet what is allowed as well.
- Students have up to ten minutes after their scheduled time to show up for a test. If they show up after this time or miss their scheduled time, they will be asked to reschedule with the permission of their professor.
- Students will be expected to provide a photo ID prior to taking the test until the ASC Support Staff know and recognize the student.
- Students may not leave the Testing Center once they begin test and cannot return at a later date to complete the test.
- Tests will be returned to the professor's mailbox unless the professor indicates on the coversheet that he/she will pick it up. Students cannot return the test to the professor directly.
- Students who are found cheating or participating in academic dishonesty, will have their test taken away. The professor will be alerted. Students will be notified before taking their test that participating in academic dishonesty may result in disciplinary action. They may also lose Testing Center privileges.

Questions can be directed to Julie or Tammy by emailing [ncclc@ccsnh.edu](mailto:ncclc@ccsnh.edu) or by calling (603)-578-8930.