

Testing Services at the Learning Commons

Please follow the policies and procedures outlined below. Giving 24 hrs prior notice is required so that the LC can make sure enough space is available. If you have questions, please stop by or call x1453.

Testing Policies:

1. **Make-up/Re-take testing** is a part-time service. There are limited seats and times for testing so **prior arrangements must be made at least 24 hours in advance. The Testing Center is open for Make-up/Re-takes (for students *without* a RAP):**

Tuesday, Wednesday & Thursday 10am-1pm.

2. **Students with a Reasonable Accommodation Plan** may take, make-up or re-take exams **Monday through Thursday from 8:30-3:30pm and Friday 8:30am to 2pm.** Prior permissions and forms must also be completed at least 24 hours in advance.
3. **Finals week** testing is intended for *final exams only* for students with a RAP plan or extenuating circumstances (which must be cleared with Melissa Olson x 1451).
4. Any students involved in academic dishonesty or disruptive behavior will have their tests taken from them. They will lose the privilege of using the Testing Center for the remainder of the semester and may incur disciplinary action.
5. Students will be required to leave all bags and personal belongings (including cell phones) in a separate location.

Testing Procedures for Instructors:

1. Once asked by a student to take a test in room 100, instructors must fill out a [form](#) (available online and also at the LC, room 100). These forms should be completed, one for each student, *including the exact date and time the test will be taken.*
2. Forms and attached tests should be brought directly to Room 100 at least 24 hours prior to testing time so the LC can plan for time/space availability. Tests can be delivered by hand directly to LC support staff or by e-mail at ncclc@ccsnh.edu. If this procedure is not followed we will not be able to accommodate.
3. Completed tests and those with expired deadlines (students did not show up) will be delivered to instructors' mailboxes unless otherwise specified.
4. 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.