

# Pine Technical College

## Policy and Procedure

Policy Number: 235 Date: 11/5/07 Revision Date:

Author:

Ron McGriff

Revision Author: Ron McGriff, Nancy Mach, Dean Masters

Division/Department: LRTC

Subject: Coordination and Supervision of Students Makeup Tests

### Authorities:

**Purpose:** This policy is designed to establish the procedures used when makeup testing is requested through the Academic Skills Center (ASC). This policy only applies to makeup testing on campus, not online or ITV classes testing.

**Policy:** The allowance for makeup testing 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.

### Procedure:

#### Faculty:

1. All make-up tests are delivered to and picked up from the ASC by the faculty member assigning the test. Completed tests will no longer be delivered to instructors' on-campus mailboxes.
2. Faculty members must complete a Make-up Test Form for each test to be taken and attach it to the test.
3. If a student can not complete a make-up test during the designated time blocks, it is the responsibility of the instructor to make special arrangements for completion of the test in his or her office or classroom

#### ASC Director:

1. Establish the test-taking time blocks at the beginning of each semester and publish this information to the academic faculty.
2. Notify academic faculty via e-mail and post a notice when the ASC is not available for testing due to scheduling conflicts with director's other duties. It is the student's responsibility to monitor the availability of makeup testing opportunity in the ASC. A faculty member can always make a special testing appointment under his or her supervision to assure test completion.
3. Report any irregularities or questionable conduct during the testing session to the appropriate instructor as soon as possible.

#### ASC Staff:

1. Require students to show a college or other photo ID card at test time.
2. Locate test stored in a designated location and certify on the test form that a photo ID has been shown and that "Student Test Procedures" have been read by the student.
3. Proctor the test through personal observation or video camera.

4. **Initial the Makeup Test form and record the date the test was completed.**
5. **File the completed test in the designated location.**
6. **Report any irregularities or questionable conduct during the testing session to the instructor as soon as possible.**

**Responsibilities: ASC staff is responsible for the implementation of this policy. 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: 11/26/07

Reviewed by Faculty Shared Governance: 1/23/08

Revision # reviewed by Leadership Team:

Revision # reviewed by Faculty Shared Governance:

Approved: \_\_\_\_\_ Date: 11/26/07  
Robert L. Musgrove, Ph.D., President