

## MEMORANDUM

To: All Faculty

From: Kristina Alvarado Grassmann, PhD  
Director of Academic Support and Achievement Center

Date: January 3, 2023

RE: Testing Services Procedures & Guidelines

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The Academic Support and Achievement Center (ASAC, Bldg. 6 Room 101) offers Testing Services to monitor make-up exams for students taking on-campus and hybrid courses.

### Testing Service Hours – Winter 2023

*Monday –Thursday 8:00AM-8:00PM*

*The latest time for students to check in for exams is **one hour** before closing.*

- *Please inform students that they should inquire about the duration of the exam to ensure that they have ample time.*

***The last day exams can be administered: February 13, 2023.***

Contact Information: (909) 274-4300 Email: [asac@mtsac.edu](mailto:asac@mtsac.edu)

### Purpose and Scope of Testing Services

- This service's purpose is to increase student success by availing employee-monitored make-up testing to students who miss their exams that were given during class time.
- Monitoring exams in Testing Services is **only** for **individual** students who miss an exam that was scheduled in class. *Testing Services' 14-seat capacity cannot accommodate groups of students in the same class that need to take an exam.*
- Only authorized ASAC classified staff or faculty issue or receive tests.

#### *Outside of the Scope of Service*

- For assistance in giving a test to an entire on-campus or hybrid class, or other groups of students, please contact your department chair or Division office.

- Faculty should contact the Accessibility Resource Center for Students (ACCESS) for students requiring accommodations for exams.
- Testing Services does not serve non-Mt. SAC students.

## Procedures for Faculty

To administer exams on behalf of faculty and to honor academic integrity, we follow faculty's instructions and requirements *exactly as written* on the Test Protocol Form. Therefore, the following procedures apply to faculty using Testing Services:

1. **Please print your name, the course name and number, and the semester on each exam as you would on your syllabus.** Doing so also helps avoid misfiling because instructors sometimes have similar-looking tests.
2. **Complete a Test Protocol Form.** Testing Services can accommodate up to 10 students on one form. Test Protocol Forms are available at the ASAC Testing Services counter or online at <http://asac.mtsac.edu> under Testing Services, as "Instructor Form for Written Exams". On the form, indicate your specifications for each exam, including the amount of time allowed for the exam(s), the range of dates for each exam, whether the exam is open or closed book, scantron or blue book, whether the exam is to be written on, etc.
  - *If you give updated instructions to your students, please contact Testing Services staff to let us know of any changes. If we only have your original instructions, those are the instructions we will follow.*
  - *ASAC staff will use the contact you provide on the Test Protocol Form if they need your assistance for clarification or verification.*
3. **Leave exams at Testing Services (6-101) in person and sign the sheet verifying that you have dropped off a test.**
  - To ensure academic honesty, the ASAC does not accept or return tests via fax, postal mail, or email.
  - If the exam is to be written on, leave one exam for each student.
  - If the exam is to be taken with a scantron, please leave a maximum of 10 copies of the exam.

Tests may be sent with the student who will take the exam or via student worker if the tests are in a sealed envelope with signature accompanied by a Test Protocol Form.

We do not recommend putting exams through campus mail due to exam security and possible delays or loss of the exam. ASAC staff members do not assume responsibility for delay or loss of exams sent through campus mail.

4. **Pick up exams from ASAC when they have been completed.** Faculty picking up tests will be asked to sign for their tests.

### **Student Expectations**

1. Students **must** show a photo ID to take a test.
2. Staff will monitor students taking tests until closing time. All personal belongings will be stored away.
3. If a student has multiple exams that will be monitored by Testing Services, the student is responsible for knowing which exam they are required to take.
4. Tests **will not be given** after the end date on the protocol form.
5. To ensure an appropriate, supportive environment for test-taking, the college's student disciplinary policy will be applied to disruptive students. Disruptive students will be asked to leave.
6. If accommodations are needed for an exam, please contact [Accessibility Resource Centers for Students](#) at (909) 274-4290.

### **For More Information**

Question about Testing Services or contents of this message? Please contact [asac@mtsac.edu](mailto:asac@mtsac.edu) or call (909) 274-4300.

For more information about Academic Support and Achievement Center, please visit the ASAC website at <http://asac.mtsac.edu/>.

We appreciate you cooperation and support.