

Testing Center Procedures for Faculty

Make-up Exams

- Submitting Exams
 - Option 1 – Online through Canvas and the RegisterBlast Instructor module – (see separate instruction sheet)
 - Option 2 – Through the paper Administrative Cover Sheet (yellow)
 - The following rules apply regardless of which option is used to submit exams:
 - A **maximum** of 5 students per section regardless of course type (Lecture In-person, Hybrid, Blended or Online).
 - You may send make-up exams for up to **5 students per section.**
 - The test must be open for a minimum of 2 full business days
(***Please note: Start and end dates cannot include Saturday, Sunday, or any day the college is closed.***)
 - Testing Center Hours
 - Monday – Thursday 8:00 am – 5:00 pm
 - Friday 9:00 am – 5:00 pm
 - The following campuses are open until 7:00 pm one night per week:
 - Monday –Plano
 - Tuesday – Frisco
 - Wednesday – McKinney and Technical
 - Thursday –Wylie
 - Appointments are highly encouraged for students to take their exams
(*walk-in availability is limited and not guaranteed*)
 - Students **MUST** have a valid photo ID to take a test (a Collin College ID, valid driver's license, or other such ID is acceptable)
 - The latest an exam can be issued is one hour before closing, no exceptions.
- Any tests over the maximum of 5 students will need your Associate Dean/Director's approval.
- Testing Centers should not be used for full class testing. Any exceptions must be discussed with and approved by both your Associate Dean/Director and the Director of

Testing. Every effort should be made to find a sub or alternative method to proctor the exam for the full class before discussing it with the Director of Testing.

- Students can register for an appointment through their Canvas class once the exam is submitted and approved. Appointments cannot be made until the exam has been submitted and processed. *Appointments are highly encouraged. Walk-in appointment availability is limited and not guaranteed.*
- The same time limit a student would have in class for an exam should be the time that is added to your test submission; all exams will be timed. Please be sure students are aware of time constraints.
- Professors should not walk a student into the Testing Center with a test and ask us to proctor the student immediately. The exam must be submitted and processed one business day prior to a student being able to test.
- Professors cannot bring a student to a Testing Center to be given extra time to complete a test at the end of a regular class testing time.
- Professors will need to pick up paper exams after the scheduled deadline.
- **Additional Materials** (*indicate collection/disposal and other instructions on the Administrative Cover Sheet or in the RegisterBlast Instructor Module submittal form through your Canvas link*) including use of:
 - Scratch paper
 - Notes and/or notecards
 - Calculators – The Testing Centers have a limited number of calculators. Students should be encouraged to bring their own.
- **Open book tests are highly discouraged due to test security reasons.** Please contact the Director of Testing to discuss exceptions.
- Paper exams will only be administered at the Testing Center location on the campus where the class is hosted. No paper exams will be intercampus mailed between Testing Centers.

ACCESS (Accommodations at Collin College for Equal Support Services) Testing

- Accommodation must be approved by the ACCESS Office.
- Once approved by ACCESS, students with an extended time and/or less distracted environment accommodation can choose to take their test in the ACCESS Office, or in the Testing Center. (**NOTE:** *Most other accommodations will require the student to test in the ACCESS Office. Please follow their instructions in the AIM Portal for such tests. If you are unsure where a student should test, please check with the ACCESS office for assistance before submitting an exam to your campus Testing Center.*)
- For students who choose to take a test in the Testing Center please put “ACCESS” at the end of the name of the test you are submitting through RegisterBlast.

- If you submit your exam through Canvas and the RegisterBlast Instructor module, please include information about the student accommodation in the notes section. *If you have students who have different time limits for their accommodation, a separate submission will be needed through RegisterBlast. Put ACCESS-2 at the end of the test name in such cases. Please contact the Testing Center at your campus if you have questions about this process.*
- Be sure the calculated time is included in your submission.
- All other instructions in the “Make-up Exam” section will apply to these exams.
- Note: Students with accommodations who choose to test in the Testing Center will NOT count toward your five student/section/exam make-up limit.

Dual Credit Student Testing

Collin College Campus Courses

- **Make-up Exams**
 - Follow the rules in the “Make-up Exams” section of these instructions for such exams.
- **ACCESS Testing**
 - Follow the rules in the “ACCESS Testing” section of these instructions for such exams.

ISD Campus Courses

- **Make-up Exams**
 - Arrangements should be made with the ISD to provide the time, staff, and facilities for students to make-up their exams on the ISD campus. This is more convenient for the students and lessens time and transportation barriers that dual credit students face.
 - If testing on the ISD campus is not possible, follow the rules in the “Make-up Exams” section of these instructions for such exams.
- **ACCESS Testing**
 - Arrangements should be made with the ISD to provide the time, staff, and facilities for students with accommodation to make-up their exams on the ISD campus.
 - If testing on the ISD campus is not possible, please see the rules in the “ACCESS Testing” section of these instructions for such exams.

Note: *If you have special circumstances beyond what is covered in these procedures, please discuss your needs with the Testing Center Supervisor at your campus Testing Center. They will let you know if additional approvals are needed from your Associate Dean/Director or from the Director of Testing to accommodate your needs.*