

Testing Center Procedures for Faculty

Dual Credit Student Testing

Collin College Campus Courses

Make-up Exams

- Submitting Exams
 - Online through Canvas and the RegisterBlast Instructor module – (see separate instruction sheet)
 - The following rules apply:
 - A make-up exam is defined as an exam that a student had a legitimate reason to miss the originally scheduled exam date. (Exams that give a student the opportunity to improve their grade on the original exam is a **retest**, not a make-up exam.)
 - 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.

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.

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.*