

PROCEDURES FOR MAKE-UP TESTS

(9/02-D2:TCPROC.DOC)

1. All tests for each session will be received prior to the deadline. (The deadline is 12:00 noon on Friday.)
2. Tests will be distributed one student at a time.
3. Before receiving a test, students will show a picture ID (i.e., drivers license, military ID, etc.). Check the appropriate box on the instruction sheet of the test when you have verified this information.
4. Only students scheduled to take a test are to be in the testing room. No children, friends, or car-poolers are to be in the room during testing. They will have to wait in the lobby until testing is done. Do not allow anyone to stand outside the door and distract students in the room.
5. Once tests have started to be distributed there is to be absolute silence. If a student has a question, he/she should raise his/her hand, or come to your desk at the front of the room.
6. If a test has not been provided for a student who is expecting to take a test, inform the student he/she needs to contact the instructor directly to reschedule.
7. When a test is returned, it is not to be given back to the student for any reason. At that time it is too late for them to do anything that they forgot to do, add anything, check anything, or go back to anything that they forgot to complete.
8. Place all tests, answers, instruction sheets, and any additional material in the envelope.
9. Return tests by campus mail unless instructed otherwise.