Request for Test Accommodations for <u>CCC Students</u>

Proctoring for accommodations are available on Mondays from 2:00 p.m. to 4:00 p.m. in room 3201 of the Paksoy Technology Center. Appointments for all test accommodations, including extended time or separate room testing, should be scheduled by emailing proctoring@clevelandcc.edu. **Please submit this form at least <u>1 week</u> prior to test date.**

Instructor: _____ Class: _____

Students name: _____

Testing Date Range: _____/ _____/ _____ - _____/ _____/ _____

Test Name/ID:_____

Paper test or online? _____ If online, password if needed: _____

(Passwords will not be disclosed to students)

Un-timed/Timed test? _____hour(s) _____ minutes

Procedure for testing staff if computer malfunctions during a test:

_____

Notes of any type allowed? If yes, specify:

_____

Book(s) allowed for test? If yes, title and author of book:

_____

Graph Paper allowed?_____   Calculator allowed?_____

*The Testing Center will provide pen or pencil and scratch paper

Additional accommodations or instructions: _____

_____

_____

To be filled out by Test Adminstrator:

ID checked:_____ Date:_____ Test Started:_____ Completed:_____ Proctor:_____

Procedures for CCC Instructors/Students

1. Proctoring for accommodations are available on Mondays from 2:00 p.m. until 4:00 p.m. in room 3201 of the Paksoy Technology Center. Extended time or separate room testing can be also be scheduled, as needed. For all accommodations, please email proctoring@clevelandcc.edu to schedule.

2. Instructors should hand deliver paper tests at least 2 days before the test date to the Testing Center Office, located in the Paksoy Technology Center (3204G), and submit the "Request for Test Accommodations" cover sheet at least 1 week prior to testing. **Please have a photo ID or your CCC ID badge with you.** The Request cover sheet must also be submitted at least 1 week prior to online tests. Do not give tests to students or send through campus mail.

3. No changes or exceptions will be allowed unless discussed with Testing Center staff in advance of the test.

4. Students **must** present a valid ID to test, preferably a CCC student ID, and know their Instructor's name and test information.

5. Instructors will need to pick up completed or untaken tests from the Testing Center Office. Be sure to wear your ID badge or bring a photo ID with you.

6. Tests must be completed in one continuous session unless otherwise indicated on the cover sheet and will not be scored in the Testing Center.

7. Food or drinks are **NOT** allowed in the Testing Center.

8. Phones and/or smartwatches will be asked to be silenced and put away.