



## **Assessment Center Policies for Faculty (Fall 2006)**

1. One test referral form (cover sheet) for each student's test is required.
2. Test referral forms must be filled out completely, including the "date in office" field, and attached to the exam.
3. The Assessment Center will not fax, e-mail or mail completed exams. Exams must be picked up from the Assessment Center.
4. Exams must be assembled before they are submitted to the Assessment Center.
5. If an exam requires a password (i.e., an Angel exam), the password must be included with the test referral forms at the time of drop off. The exams will not be accepted without the password.
6. **If an exam requires a Scantron (answer sheet), the answer sheet must be included with the test. The Assessment Center will not provide answer sheets. Please contact your department for answer sheets.**
7. Exams (including those dropped off for scanning) must be delivered directly to the Assessment Center. Mailed, e-mailed or faxed exams will not be accepted. This includes interdepartmental or courier mail. If you are unable to pick up or drop off exams to the Assessment Center, please contact your department for assistance.
8. All exams need to be signed in when dropped off and signed out when picked up by the instructor or designee. (Please provide the Assessment Center with a list of approved designees. Typical examples would be departmental support staff or spouses).
9. The Assessment Center will not accept exams delivered by students who are enrolled in your class.
10. The Assessment Center staff reserves the right to request photo identification when dropping off and/or picking up exams.
11. The department office(s) will be contacted to pick up any exams or exam materials left at the Assessment Center 10 days beyond the end of the semester.
12. A test will not be administered past the deadline issued by the instructor. Instructors are responsible for extending deadlines when deemed necessary and are responsible for communicating the extension details to the Assessment Center.
13. The Assessment Center will follow the instructions on a test referral form provided by the faculty member. Any changes made to the test referral form must be done or requested by the instructor who submitted the test. Instructors can come to the center to change information or e-mail the request to [sas\\_assessctr@lcc.edu](mailto:sas_assessctr@lcc.edu). If you are teaching an online course, please e-mail changes to the online testing support office at [lcc\\_online\\_testing@lcc.edu](mailto:lcc_online_testing@lcc.edu). Due to security issues, the Assessment Center staff may or may not accept requests from off-campus phones. In an emergency we will accept changes over the phone from your department's lead support staff if they call from their on campus phone.

14. The Assessment Center will only receive and store exams to be proctored. Any non exam-related documents (such as homework) will not be accepted.
15. Faculty who use the Assessment Center will be required to sign a policy agreement form each semester which will be kept on file.

## **SCANNING**

16. The Assessment Center requires 24 hours to scan course exams. During finals week we may require up to 48 hours to complete your scanning. Larger scanning projects will require much longer completion time. Please see a manager regarding projects that will require additional time.
17. The Assessment Center will not accept Scantrons (answer sheets) that are not completely filled out. Please verify the type of answer sheet to use with the Assessment Center or your department office.
18. Instructors are required to provide completed test headers and answer keys, along with the answer documents. Incomplete documents will not be accepted.
19. Instructors are required to complete a Report Options form when dropping off exams for scanning. Floppy disks need to be provided by the instructor if the results are to be saved in an html file.
20. The instructor or authorized designee will be required to sign in and sign out scanning documents.

## **MAKE-UP TESTS for Face-Face to Courses:**

21. If you find it necessary to utilize the Assessment Center for make-up exams, there is a limit of 5 exams (per test/per section) that can be dropped off. Otherwise, you will need to get approval from an Assessment Center Manager or Lead Support.
22. The Assessment Center will not send Make-up exams to any off-campus testing sites.
23. Instructors may choose to administer an exam at a learning center, but the Assessment Center staff will be not responsible for processing those exams. Arrangements must be made in advance with the learning center.
24. Arrangements for entire class exams must be made ahead of time and only with approval by an Assessment Center Manager or Lead Support.

## **ONLINE Course Exams**

25. All online learning exams that are to be proctored by the Assessment Center must be dropped off at the Assessment Center at least seven business days prior to the test availability date.
26. The online testing support office will notify you via email when an off-campus exam arrives at the Assessment Center. This will be a very generic email with limited detail.

## **HYBRID Course Exams**

27. If you are teaching a course in a hybrid format, please contact an Assessment Center Manager prior to the third week of instruction to discuss your assessment needs.
28. Students who are enrolled in a Hybrid course are not eligible to test at an off-campus location unless the instructor has made arrangements to do so with the proctor site. The Assessment Center will not process these exams. Please contact the proctor site.

**Please sign and return this page to the Assessment Center  
THANK YOU!**

I have read and understand the Assessment Center Policies for Faculty (Fall 2006):

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I approve the following staff as designees to sign in and sign out exams and I realize they will need to show a photo i.d. card such as a driver's license or star card:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**A.C. Office Use Only**

Comments:

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Assessment Center Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_