

SKILLS CENTER
MAKE-UP TESTING PROCEDURES
Fall 2019

SKILLS CENTER POLICIES:

1. The Skills Center will administer make-up tests for FC students taking on-campus courses, online courses, and hybrid courses.
2. A make-up test is a test that has already been administered by the instructor but which the student has missed or that the student cannot take at the regular time due to legitimate and unavoidable reasons, as determined by the instructor.
3. Skills Center staff will verify student ID at the time of the test, and monitor make-up test takers as closely as their other duties allow. Staff will not give a student a test without a photo ID.
4. Skills Center staff cannot distribute handouts, make announcements, or collect homework.
5. Skills Center staff will notify you of any anomalies we observe relating to any test so that you can take appropriate action.
6. Students who are taking tests may not use cell phones, iPods, or materials you do not approve in advance.
7. Students who find the noise level in the Skills Center distracting may ask for a set of sound reducing headphones.

INSTRUCTOR PROCEDURES:

1. Inform your students that they must bring a picture ID when they take a test in the Skills Center. For security purposes, ID cards will be held at the Skills Center counter until the test has been completed.
2. Send us a completed Test Instruction Sheet for each different set of tests you submit to the Skills Center. Include all specific instructions for students and **the names of all students** you are referring to us. We cannot duplicate tests in this Center.
3. The tests you send us may be between 30 minutes and 2 hours long. Our space and monitoring limitations make shorter or longer tests impractical.
4. Please identify a range of dates/times for your students to take tests. Range should not be more than 2 weeks (**and only Monday, Tuesday, or Friday deadline**).
5. **Tests must be received in the Skills Center by 12:00pm to be available to students the same day.** Any test received after 12:00pm will be processed and made available to students the next day testing is provided.

Please send only one set of tests per course at a time.
Maximum: 10 copies of the test
Limit: 10 students