



ST. CLAIR COLLEGE STUDENT SERVICES TESTING AND SCORING PROCEDURES - ALL CAMPUSES

Preamble

In an effort to maximize College resources the following procedures refer to the administration of make-up and accommodated tests. PLA's, test-outs, tutorial tests, supplemental tests etc. take place within the respective department unless the student has accommodations that have been registered with the St. Clair College Accessibility Services Department.

HOW DO FACULTY SUBMIT A TEST TO THE PROCTOR?

Note: All information attached to the Testing Services Instruction Form is provided to the student, so please do not send or attach the answer key to any test submissions, whether in person or via e-mail.

In person:

- Tests are to be dropped off, in advance of the time the student is to write. We request at least 48 hours or 2 full business days. (i.e.: If a test is scheduled for 8 a.m. on Monday, the test must be dropped off by Thursday morning). The test can be dropped off to one of the Student Services drop-boxes, respective to the office of which the student will write their test. (Listed below.)
- The Testing Instruction Form for accommodated students is a component of the Student Accommodation Plan sent to faculty by Student Services who are registered with Accessibility Services. This form must accompany the test for a student's accommodated test.
- Make-up tests must be accompanied by a Testing Services Instructions Form. The student's name and student number must be on the form and the instructions to administer the test must be clearly marked or described. (i.e.: length of test which the class received, aids and resources allowed, special instructions, scantrons completed, etc.). If the Make-up test is for an accommodated student, be sure to use the Testing Instruction Form that was provided to you by Student Services and check off the "Yes" box in the "Make-up Test" field.
- Faculty should not drop off tests in bulk. Each student's test requires its own instruction form.
- Forms and envelopes can be found outside of Student Services:
 - Main Campus – Room 206
 - Chatham Campus – Room 133
 - Downtown Campus – St. Clair College Centre for the Arts - Room 127
- The Testing Services Instructions Form is also available online at:
<http://www.stclaircollege.ca/studentsservices/testingsservices.html>
- Faculty should place tests in the drop-box for the Proctor to retrieve.
- The method of booking make-up tests will vary by campus due to different operational needs.
- South Campus - The student will no longer be required to complete a Request for Test form. Tests will be determined by the Testing Services Instructions Form submitted by faculty.
 - Fall and winter semester hours of availability for make-up tests at this campus will be: Monday to Thursday from 3:00 p.m. to 9:30 p.m. and from 12:00 p.m. to 5:00 p.m. on Fridays.
 - Spring and summer semester hours of availability for make-up tests at this campus will be: Monday to Thursday from 7:30 a.m. to 9:30 p.m. and from 7:30 a.m. to 4:00 p.m. on Friday's.
- SCCCA and Chatham Campus – The student or instructor will contact the proctor at their respective campus to initiate the booking process of a make-up test. The proctor will then confirm a day and time that is suitable for all three parties; the instructor will then submit the test and Testing Services Instruction form stating the agreed upon day and time.



Via e-mail:

- Tests can be e-mailed within the appropriate timeline, as above, **only** via your St. Clair College e-mail account to:
 - Main Campus - southproctor@stclaircollege.ca
 - Downtown Campuses (Mediaplex/SCCCA) – downtownproctor@stclaircollege.ca
 - Chatham Campus – thamesproctor@stclaircollege.ca
- The Testing Instruction Form for accommodated students is a component of the Student Accommodation Plan sent to faculty by Student Services who are registered with Accessibility Services. This form must accompany the test for a student's accommodated test. All tests must be accompanied by a completed Testing Services Instructions Form. The form can be found online at: <http://www.stclaircollege.ca/student-services/testing-services.html>
- The Proctor e-mail account will be checked by the Proctor daily.

Test Updates/Changes/Corrections:

- Any test updates/changes/corrections will result in the need for a resubmission of the entire test and Testing Services Instruction sheet. The original submission that is no longer valid will be available for pick-up by the instructor, or may be shredded upon request. This applies to date changes or extensions, as well.

Pick-up of test by faculty:

- South Campus - If faculty wish to pick-up a completed test on the same day it was written, the test will be available at the front desk after 12:00 p.m. for tests completed at or before 11:30 a.m., and after 3:30 p.m. for tests completed after 11:30 a.m.; otherwise completed tests may be picked up at the front desk on or after the next business day at any time.
- SCCCA - Test pick-up must be coordinated with the Student Services office.
- Chatham Campus – Test pick-up may occur between regular business hours of the Student Services Office.

HOW DOES A STUDENT WRITE THEIR TEST IN STUDENT SERVICES?

IMPORTANT: Students are required to notify faculty with regard to their intent to write a test(s) in Student Services. Photo identification is required every time you write a test in Student Services. This can include your student ID card or government issued identification such as a driver's license, passport, etc.

For accommodated tests: It is the student's responsibility to inform faculty of their intent to test in Student Services. Please keep in mind that faculty receive Academic Accommodation Plans via email from Student Services. Completed Testing Services Instruction Forms are submitted by faculty on the student's Academic Accommodation Plan along with the test to be written, directly to the proctor at the campus where the student attends. The faculty submission confirms the test appointment in Student Services. Accommodated tests are to be written on the same day and time as classmates, otherwise it is called a make-up test.

For make-up tests: Permission must be sanctioned by faculty for a make-up test and arrangements are required to be authorized by the faculty.

- **South Campus** – During the fall and winter semesters, make-up test appointments are available to be scheduled after 3pm Monday through Thursday or after 12noon on Friday. During the spring and summer semesters, make-up tests can be written Monday through Friday after 7:30 a.m.
- **St. Clair College Centre for the Arts** – Make-up test appointments are only by appointment and based on proctor availability. Faculty should contact the student services office directly to determine a mutually available time for their student to write the make-up.
- **Chatham Campus** - Make-up test appointments are only by appointment and based on proctor availability. Faculty should contact the student services office directly to determine a mutually available time for their student to write the make-up.



Make-Up Tests:

- There is a \$25.00 charge for each make-up test administered in Student Services. Students will be required to pay the \$25.00 fee in advance at the Finance Office, Room 345 at Main Campus; at the Student Services Office at the downtown campuses; or at the Registrar's Office in Chatham. Payment forms can be found at one of the Student Services offices, respective to the office of which the student will write their test. (Listed on the previous page.)
- The Director of Student Services may waive the fee for make-up tests based on medical or compassionate grounds or for extenuating circumstances with sufficient documentation. Faculty can do this through e-mail to the Director of Student Services or the student may complete the form and attach adequate information (i.e. a note from a physician, in accordance with the Student Attendance Policy).
- The student will be required to present their receipt of payment to the Proctor upon writing the test. The Proctor will keep a copy of the receipt for Testing Services documentation.
- If you are unable to pay in advance of your test, your test will not be delayed in any way, however there will be a \$25 encumbrance applied to your student account – you must then apply payment to your account to remove the encumbrance.

Appointments:

- Make up Test appointments at Chatham and Downtown Campuses are based on proctor availability and is to be coordinated in conjunction with faculty, student and proctor; either in person, by phone, or electronically.
- Main Campus – No booking required. Faculty submitted Testing Services Instruction form will confirm date/time.

Administration of Test:

- Each Testing Services Instruction Form accompanied by a test that is received by the proctor will be entered as an appointment booking – accommodated tests occur at the same day/time as the class test. NOTE: make-up tests, whether accommodated or not, require the authorization of the faculty and submission of Faculty Instructions Form accompanied by test.
- Once the test is received and processed, the Proctor will organize the tests for the day, alphabetically by student's last name.
- If a student comes to write a test and the test is not here, the Proctor may take steps to try and procure the test. If this is not reasonable or the test cannot be provided the test will need to be rescheduled once the faculty member has provided the test and appropriate documentation (Testing Services Instruction Form, etc.).
- The Testing Services Instruction Form will be initialed by the Proctor receiving the finished test.
- The Receptionist will file the tests in the appropriate file folder for faculty to pick-up, filed by faculty's last name. The Proctor may do this when available.
- Students must write tests at the campus where the class/course takes place. Only under extenuating circumstances may a student request to write a test at an alternate campus, with the approval of the Director, Student Services.

Please Note: It is not the responsibility of the Student Services staff or students to request faculty to bring the test to the Testing Lab. If the student arrives to write the test and it has not been received, the test may need to be rescheduled once the test and appropriate documentation has arrived. It is the responsibility of the student and faculty to determine a mutually agreeable day/time; once agreed upon, it is the responsibility of faculty to ensure the Testing Services Instruction Form and test are provided to the proctor in the designated time period.