

## ISP 270P

# Usage of Testing Center for Faculty Assigning Proctored Exams Procedure

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### PURPOSE

Establishes the standard for faculty to assign student exams for students using any of the Clackamas Community College (CCC) Testing Centers on all campuses.

### SUMMARY

Allows faculty to refer individual students to any of the CCC Testing Centers to complete an exam if the student needs an alternate arrangement due to missing the exam, having an accommodation, or the department cannot otherwise arrange for the student to complete the exam. Due to space and staffing limitations, the Testing Centers may not be able to accommodate groups of students completing exams at the same time. These endeavors must follow standard procedures to maintain the integrity of the testing process, ensure that appropriate accommodations are met, and allow the student to be as successful as possible in the exam setting.

### PROCEDURE

1. Faculty planning to use a Testing Center must provide all required information to the Testing Center before students can take the exam.
2. The faculty will:
  - a. work with the student to identify the appropriate [Testing Center](#),
  - b. fill out a separate "[Proctor Request Form](#)" for each student,
  - c. specify the date range for the student to complete the exam,
  - d. provide the exam and exam-related materials to the appropriate Testing Center,
  - e. notify the student to make an appointment with the identified Testing Center to complete the exam.
3. The student will test during general testing hours, will be asked to show photo I.D., and will sign in. It is the student's responsibility to set an appointment and complete the exam as planned.
4. The faculty will pick up exam materials by the end of the term or tests will be returned to the faculty.
5. The Testing Center will destroy all unused exam materials by the end of the term.

### REVIEW HISTORY

ISP Committee	Adopted	November 22, 2024
College Council	Second Read	June 7, 2024
ISP Committee	Adopted	May 10, 2019
College Council	Reviewed	May 3, 2019
ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	March 7, 2014
College Council	Reviewed	October 18, 2002
Instructional Council	Adopted	November 17, 1992