



The Testing Center Proctoring Requests: Main Campus

The Testing Center proctors tests for individual students who

- require special accommodations in connection with 504 plans;
- receive your approval to take make-up tests in connection with student absences.

Please help us help you by making sure your students are aware of the following:

- **Photo ID is always required** to take any tests (license, school ID, passport); we make no exceptions.
- We administer tests according to your Proctor Request Form only; please do not ask your students to relay information to us.
- We will not administer tests to students if they do not have enough time to complete their tests prior to closing and in accordance with instructions provided on your Proctor Request Form. Center hours for both locations are posted on our website:

<http://www.ocean.edu/content/public/study-on-campus/campus-life/testing-center.html>

- **A completed Proctoring Request form needs to be provided with each test and for each student.** A copy of this form is attached. Additional copies are available on the Ocean Connect Faculty and Staff portal under Forms or you can get them at the Testing Center.
- Completed forms, together with your tests, may be mailed to us using inter-office mail, or you may drop them off at the Testing Center. We cannot accept electronic (email/fax) submissions; the time and cost to print is prohibitive.
- If you do not specify an amount of time allowed for the test, we will allow the standard class time of 1.25 hours. ***Unlimited time to test is not a valid option unless you provide that to ALL students.***
- ***Please be sure to include your name, the course/section number and the term on all tests,*** and include a self-addressed, confidential envelope to ensure proper return of completed tests. ***We cannot be responsible for administering the wrong test if we cannot match your test to your student.***
- If you do not specify the method of return, we will send completed tests to your Department via inter-office mail; we do not have the resources to scan results for return via email.
- Students can schedule testing appointments online at ***go.ocean.edu/test***.
 - Appointments are required for all tests requiring a computer and for students who need accommodations other than extended time (scribe, reader, distraction-free in accordance with students' 504 Plans).
 - ***Students need to schedule accommodation testing at least one week in advance of the test completion date, and we need to have the test with the Proctor Request form at least a week in advance.*** We may not be able to meet accommodation needs without this advance notice.
 - Students are welcome to use our online scheduling software to schedule appointments for their paper/pencil make-up tests, but testing is still available on a walk-in basis.
- **At this time, we cannot offer any testing at SEC.**
- ***Please Note:*** *We do not proctor tests for full-class assessments, full- or partial-class retests or to cover scheduling conflicts. We return only completed tests with their attached materials; we cannot send other assignments with these tests.*

If you have any questions or if you need additional forms or information, please call the Testing Center at 732.255.0401 (ext. 401 for internal dialing) or contact Lorie Trachtenberg, Director of Testing at 732.255.0400, Ext. 2442 or via email at LTrachtenberg@Ocean.edu.



The Testing Center
Request for Test Proctoring: Toms River

Name of Student: _____ Instructor: _____
Test Name/Number _____ Course/Section: _____

Date test delivered/sent to Testing Center: _____ Received _____

Type of Test:

- Make-up Test (check one):
Pre-test
Student Absence
Accommodations (per 504 Plan)

Return via:

- Interoffice mail
Hold for pick-up
Hand Carry to Professor

Special Instructions:

Test Completion Date: _____

- May use a calculator
May use class notes
May use textbook
May use computer (appointment required)
Other instructions: Please be specific.
Time allowed: _____

Instructors: Please print and complete this form, and attach the completed form to a self-addressed, blue confidential envelope. Leave that envelope open; we will use it to return the completed test(s) to you. Please note: Your name and course/section number should be listed on the test to help ensure proper filing and returns. Incomplete or illegible forms will be returned to you.

This section is to be completed by the Testing Center Staff.

Test Date: _____ Proctor's Initials: Out to Student: _____

Test Return Date: _____ Method of Return: _____ Proctor's Initials: To Instructor: _____

Make-up Test Instructions for Students

EFFECTIVE Spring 2016

- If you can't be in class on the day of a test, you'll need your instructor's permission to make-up that test.
 - It's up to each instructor to determine whether or not make-up tests will be allowed and, if so, under what conditions.
 - If the instructor is agreeable and cannot administer the test him/herself, the instructor will send your test to the Testing Center.
- Please use our new online scheduling tool at go.ocean.edu/test to make an appointment for your test.
 - If your test is on a computer, appointments are required, and you'll need to schedule at least 48 hours in advance. Walk-ins are not allowed for any tests on computer.
 - For a paper/pencil make-up test, you'll need to schedule at least 24 hours prior to your requested test date, but walk-ins are welcome for these tests.
 - If you choose to come as a walk-in (without an appointment), you must arrive at the Testing Center early enough to complete tests before closing time and still have the full time allowed by your instructor.
 - If you come too late, but you still want to take your test, you will be required to sign a waiver to say that you understand you don't have the full test time allowed and, if you don't finish the test by closing time, you will not be able to come back and finish at another time.
- Valid photo ID is required for ALL testing, so don't forget to bring your driver's license, OCC Student ID card or even a current, signed U.S. passport or another form of valid and current government issued ID. *No ID, no test!*
- We also need you to provide us with the name of your instructor. If you do not know your instructor's name, we'll ask you to look it up for us.
- Your instructors will provide us with your test and instructions, including a completion date. The Testing Center cannot administer tests with expired completion dates.

Accommodation Testing for Students with 504 Plans

If your test accommodations include readers/scribes, private testing rooms, special computer equipment or other accommodations requiring separate testing space, you need to request this support and schedule your tests at least one week in advance.

- Please work with your instructors to ensure you can schedule your tests with the appropriate accommodations in time to meet their test deadlines.
- You and your instructor have to agree on a date range for your tests. We need this time to make sure we can arrange for your accommodations.
 - It is not always possible to schedule these tests on the same day and time as your class.
- If you need to use a computer for your tests or if you use computer-assisted technology, your instructor will have to make arrangements with us to get your test in the right format, and you'll need to schedule your test at least a week in advance.
 - We'll be happy to accommodate you with your own equipment, providing you have your instructor's permission.
- If your test accommodations only include extra time, the use of a calculator or the use of books/notes, you may follow the guidelines (above) for make-up testing.
- Valid photo ID and the name of your instructor are required to take any tests in the Testing Center. We will not administer any tests without that information.
- If you have any questions or if you have trouble using our online appointment scheduling tool, please stop by (ground floor of the Library, Bldg. 3, Room 014) or call us at 732.255.0401.