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 <u>with each test and for each student</u>**. 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 <u>self-addressed</u>, <u>confidential envelope</u> 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.**

- <u>*Please Note*</u>: *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:

    ☐ May use a calculator

    ☐ May use class notes

    ☐ May use textbook

    ☐ May use computer *(appointment required)*

Test Completion Date: _____

Time allowed: _____

☐ Other instructions: Please be specific.

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: _____