

Overview:

The Center for Student Success establishes procedures related to academic test proctoring to assist faculty in assessing students' achievement of class competencies. Currently, academic testing is only available for make-up tests, students with disabilities, and fully online classes. Should faculty need to utilize academic testing, they must submit a work order (with the accompanied test) at least 24 hours prior to administration. To submit a test, see current hours of operation and review current testing policies, visit [Make-up & Online Testing | Kellogg Community College](#).

Procedures:

The following procedures have been established to maintain the integrity of the testing environment and provide for consistent administration of tests.

Faculty responsibilities:

- Tests must be submitted 24 hours prior to test administration
 - [FootPrints \(kellogg.edu\)](#)
 - Complete the form fully including any additional information relevant for test administration

Student responsibilities:

- Students must schedule a test appointment 24 hours in advance
 - <http://www.kellogg.edu/services/center-for-student-success/make-up-online-testing/>
 - Complete the form fully including any additional information relevant for test administration
 - Information requested
 - Instructor name – ex. Jane Smith
 - Subject, Course Number, Section Number, Course name
 - Ex. Math 125-0160 – Beginning Algebra
 - Exam name
 - Ex. Chapter 7 Exam

- Arrive promptly for appointment
- Present valid photo identification at time of test
- Leave all personal belongings in lockers outside testing including phones and smart watches
- Students may not leave the room while testing unless provided permission by testing center proctor
- Maintain the integrity of the testing environment
 - No talking
 - No food or drink except for covered beverages
- Return exams and test materials/tools to the test proctor
- Call the appropriate testing location to cancel testing appointment