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# **MEMO**

**To:** All Faculty/Associate Faculty Members

**This packet contains information on the Testing Center, location, procedures, hours, Request for Testing Accommodations, and Testing Center Instructor Forms. We look forward to assisting you and your students with the testing process. Please stress to students that they must arrive one hour before closing and have a picture ID before being allowed to take an exam.**

*Testing Center (L-133)*  
*(410) 822-5400 ext. 344*  
*Fax-410-827-5235*  
[testingcenter@chesapeake.edu](mailto:testingcenter@chesapeake.edu)

The Testing Center is located in Room L-133 in the new LRC Building. Students will need to go thru the double doors of L-105 in order to enter the Testing Center. The Testing Center administrators in Wye Mills are Debbie Skinner and Lisa Hillman.

All Telecourse/Video, Online, Placement, and CLEP testing is administered through the Testing Center. In addition, the staff of the center also administers make-up tests, at the instructor's request, to individual students unable to attend the scheduled in-class testing. The Center cannot provide testing services for entire classes held on the Wye Mills campus.

In order for the staff of the Center to provide efficient service, instructors should complete the attached form, "Testing Center/Instructor Request Form," and submit this form with the test to the Center. If "Special Accommodations" are required, the instructor should first speak to Joan Seitzer at ext. 415 concerning the proper procedures for this request and then complete the form "Request for Testing Accommodations." These copies can be downloaded from Cchest, under Forms, then, Chesapeake Forms. Additional copies of these forms are available at the Learning Resource Center and the Testing Center.

The Testing Center maintains mailboxes in the **Humanities Building (H- 108)**, **Science Building (S-120)**, the **Technology Building (T-111)** and the Circulation desk of the **Learning Resource Center**. Instructors may drop off tests at any of these mailboxes. Completed tests will be returned to the proper mailbox unless other arrangements have been made with the staff. Pick-up and delivery will occur every day by 11:30 a.m. Tests to be administered on Sundays must be left at the Circulation Desk in the Learning Resource Center. Instructors may also submit tests via e-mail at [testingcenter@chesapeake.edu](mailto:testingcenter@chesapeake.edu), or by Fax, (410) 827-5235. All tests will be returned in blue Testing Center envelopes. Although it is not necessary to send tests to the Center in Blue Envelopes, it is recommended that you do so. Any one needing these envelopes should contact the Testing Center, and we will send them to you ASAP.

Students **MUST** present a picture ID (Student ID, Driver's License, etc.) when requesting a test and arrive at the Center at least **ONE HOUR** before closing.

**Testing Center, Wye Mills hours are:**

<b>Monday &amp; Thursday</b>	<b>12:00 p.m. – 9:00 p.m.</b>
<b>Tuesday, Wednesday &amp; Friday</b>	<b>8:00 a.m. – 4:00 p.m.</b>
<b>*Sunday</b>	<b>1:00 p.m. – 5:00 p.m.</b>

**\*\*Cambridge Multi-Service Center:**

<b>Monday - Thursday</b>	<b>9:00 a.m. - 7:30 p.m.</b>
<b>Friday</b>	<b>9:00 a.m. - 1:00 p.m.</b>

\*Sunday hours will not begin until September 7, 2003.

\*\* Please be aware that tests taken in Cambridge, that need to be delivered to the Wye Mills campus, will transported via Campus Mail delivery. This may result in some delay depending on the delivery schedule.

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**INSTRUCTOR:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_

**TYPE OF TEST (PLEASE CHECK ONE):**

Telecourse/Videocourse \_\_\_\_\_

Make-up Test \_\_\_\_\_

(If Make-up Test, Student's Name) \_\_\_\_\_

**INSTRUCTIONS FOR THE TESTING CENTER STAFF:**

Date test can be taken: Starting Date \_\_\_\_\_ End Date \_\_\_\_\_

Is there a time limit for this test? \_\_\_\_\_ If yes, what is the limit? \_\_\_\_\_

What answer form is needed (check as many as appropriate)?

Scantron (List number) \_\_\_\_\_ Scantron included with test? \_\_\_\_\_

Write directly on test \_\_\_\_\_

Essay Paper \_\_\_\_\_

Other (please explain) \_\_\_\_\_

May any materials be used for the test (check all that apply)?

Books \_\_\_\_\_

Notes \_\_\_\_\_

Calculator \_\_\_\_\_

Is any equipment needed to complete this test (e.g. tape recorders, computer, etc.)? \_\_\_\_\_

Special Instructions (Please list): \_\_\_\_\_

**RETURN THIS TEST TO ME:** \_\_\_\_\_ **Deliver to my campus mailbox**

\_\_\_\_\_ **U.S. Mail (provide addressed envelope)**

\_\_\_\_\_ **I will pick up**

\_\_\_\_\_ **Other**

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## REQUEST FOR TESTING ACCOMMODATIONS

The Testing Center staff will work with faculty members in arranging for testing students with disabilities who require special accommodations. Arrangements for the entire semester may be made at the beginning of the semester if needed. Please request services early enough to allow scheduling of staff to accommodate individual needs, or to prepare requested accommodations. When accommodations do not require a service that would be disruptive to other students (e.g. a reader or scribe), the student is expected to complete the test within the normal operating hours of the Testing Center. When testing would be disruptive to other students, it will be scheduled for an alternate time or place.

### TO: TESTING CENTER

Student Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_

Instructor \_\_\_\_\_

### ASSISTANCE REQUESTED:

\_\_\_\_\_ Extended time for test

\_\_\_\_\_ Taped test

\_\_\_\_\_ Reader for examination questions

\_\_\_\_\_ Recorder (scribe) for exam responses

\_\_\_\_\_ Enlarged test

\_\_\_\_\_ Computer for exam

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Date(s) of Test(s) \_\_\_\_\_

Additional Information/Requests \_\_\_\_\_

Date of Request \_\_\_\_\_

Signature of Instructor \_\_\_\_\_