

FTCC STUDENT LEARNING CENTER TESTING COVER SHEET
Testing Guidelines on reverse

For a group of tests that are alike, instructor *must* attach this cover sheet to the group of tests.
 For tests that are NOT alike, instructor *must* attach this cover sheet to each individual test.

The Student Learning Center facilities are not to be used to test the entire class, but only that student (or those few students) who were not able to test under normal circumstances.

Student Learning Center instructors do not "proctor tests," the SLC instructors only convey the test-issuing instructor's directives to the student.

Please Complete and Print All Information:

Thus, students must arrive and be fully ready to test no later than:

- 4:30 p.m., Monday through Thursday (Fall and Spring). Call for Summer term hours
- 2:30 p.m., Friday (Fall and Spring); 11:00 p.m., Friday during Summer term

Student's Name (Must show ID):

Course:

Instructor's Name:

Check YES or NO for each of the following

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1. Student may use textbook(s) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. Student may use notes. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Student may use computer/Internet |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Student may use calculator (if applicable) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Student must use scantron answer sheet |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Student must use No. 2 pencil |
| <input type="text" value="1 hr"/> | | 7. Time student has to test in hours or minutes |

For SLC Instructors:

****Remind students to turn off cell phones and to only have testing materials present on the table in the testing room.**

FTCC Student Services – Student Learning Center Testing Guidelines

One of the many ways in which the Student Learning Center assists Curriculum and Developmental course instructors is by providing an environment for students to test outside the classroom. The Student Learning Center has testing rooms/areas that may help lessen external distractions while still providing a comfortable testing atmosphere. While Student Learning Center instructors cannot “proctor tests,” the instructors can convey the test-issuing instructor’s directives.

In order to maintain an efficient and friendly atmosphere, the following guidelines have been established:

Instructors Requesting Testing Support

1. A **Student Learning Center Cover Sheet** must be attached to each test or group of tests (if the tests are the same).
2. The SLC Cover Sheet must be fully completed.
3. **The SLC facilities are not to be used to test the entire class, but only that student (or those few students) who was not able to test under normal circumstances.**
4. Tests must be hand-delivered by the instructor or the department secretary to a Student Learning Center instructor or to the Secretary for the Director. Tests sent through inter-office mail will not be accepted. They will be returned to the Dean of the appropriate division.

Students for Whom Tests Will be Administered

1. **No test will be administered less than one (1) hour before the SLC closes. Thus students must arrive and be fully ready to test no later than:**
 - a. **4:30 p.m., Monday through Thursday**
 - b. **2:30 p.m. on Friday (Fall and Spring) and 11:00 a.m. on Friday during the summer term.**
2. Students must show an official, picture ID card to the SLC instructor issuing the test. Accepted ID cards include
 - a. Current/valid FTCC Curriculum Student ID
 - b. Current/valid Driver’s License
 - c. Current/valid Military ID Card
3. Students must provide all of their own supplies in order to take the test. These include (but are not limited to):
 - a. Pencil or pen
 - b. Scratch paper
 - c. Formula sheets
 - d. Ruler and/or protractor
 - e. Calculator
4. Students must abide by the general guidelines of the SLC
 - a. **No cell phone usage**
 - b. **No food or drinks (including water)**
5. No children or non-students may accompany the student in the Student Learning Center. (Also: Children may not be left unattended anywhere on Campus.)
6. If there is a time limit for the test, it is the student’s responsibility to adhere to it. The SLC instructor will record the testing start and end times. These times will be available for the test issuing instructor to review.

Please inform your students of their need to come on time, prepared, and equipped to take their test.

The Student Learning Center instructors appreciate your cooperation.