

Illinois Central College Proctored / Make-up Testing Program

APPOINTMENTS AND PHOTO ID REQUIRED AT ALL CAMPUSES

Reminder—the Testing Center will proctor test for instructors whose student has missed a test
Additional information and the Proctored Exam Form can be found online
<http://icc.edu/around-campus/testing-center/proctoring-access-services/>

INSTRUCTOR POLICIES:

Photo Identification is required of students each time they take an exam in the Testing Center. An ICC or other student ID, driver's license, or passport, are all acceptable forms of identification. Without proper ID, students will not be allowed to test. No exceptions will be made.

- Students must know the instructor's name and the name of the course/exam they are taking.
- Students must schedule an appointment online at least 1 day in advance—without an appointment, space may not be available. **Make an appointment at <http://icc.edu/around-campus/testing-center/proctoring-access-services/> Click on "MAKE AN APPOINTMENT" for the East Peoria or Peoria Campus.**
- The Proctored Exam Form must be completed on goldenrod paper.
- If instructions are complex, please consult with Testing Center staff.
- Any changes to exam instructions, including test deadlines, must be communicated to the Testing Center by the instructor. The Testing Center will not administer any exams after the deadline indicated on the Proctored Exam Form without prior permission from the instructor.
- Exams can be emailed to the East Peoria Testing Center at testing@icc.edu. Exams can be emailed to the Peoria Testing Center at peoriatesting@icc.edu. **Be sure to attach the Proctored Exam Form to the e-mail.**
- Exams will be collected 10 minutes prior to closing time to allow the Testing Center staff time to process the tests. It is the student's responsibility to arrive at the Testing Center with adequate time to complete the exam.
- If a student insists on testing with less than the time limit allowed by the instructor, the student will be asked to sign our Testing Center Waiver Form. The form will be submitted to the instructor along with the exam.
- **Please discuss with the Testing Coordinator (East Peoria) or Assistant Coordinator (Peoria) if you will have more than ten examinees for any one exam.**
- At the beginning of each semester, please fill out a new Faculty Contact Form indicating your office hours and phone numbers. Any personal phone numbers (cell or home) will not be shared with the students.
- Expired/untaken exams will be shredded two weeks after the expiration date or at the end of the semester unless the instructor specifies otherwise.
- Students suspected of cheating or violating testing procedures will be asked to turn in their exam and their instructor will be notified.
- The Testing Center does not supply calculators or other test materials. We do supply scratch paper and return it if used.
- **Make sure to supply enough tests** for expected students.

