

MAKE-UP TESTING: FACULTY GUIDELINES

Testing Location: Clark Center Classroom (Based on room availability)

Testing Times: Fridays, noon —2 p.m.

GENERAL POLICIES:

- It is the responsibility of faculty to conduct their own make-up tests. In the event that Faculty cannot conduct their own make-up tests, this service is available to assist in successful execution of coursework.
- Faculty are responsible for scheduling their make-up tests using the online Make-Up Exams Form (see General Procedures).
- Exams will be scheduled in a classroom. Every effort will be made to provide a quiet testing location for students. The selected location will be based on room and staff availability, and therefore cannot guarantee a completely quiet or distraction-free environment.
- Exams will be monitored virtually or in-person by Student Developmental Services staff based on availability. ***Without exception, student workers do not monitor exams.***
- Exams must be completed by 2 p.m.
- We cannot accommodate testing for entire classes or large groups.
- Due to limited space and staff availability, exams must be scheduled as soon as possible, **at least two days (48 hours) in advance.**
- Exams must be delivered to the Coordinator of Academic Success, Nadira Ford-Robbins, **at least 24 hours prior** to the scheduled make-up session.
- Exams will start at noon, and students will not be permitted to come into the testing room thereafter. Therefore, it is important to come on time. In the event that a student is late, they will need to reschedule the exam with their instructor if allowed.
- Students are required to check-in with the designated Proctor at 11:45 a.m.

GENERAL PROCEDURES:

1. **REVIEW TESTING DATE AND TIME:** Confirm the exam date and time with the student who is making up the exam, or needing testing accommodations for disability reasons. Ensure that the weekly testing date works for the student. If not, student and faculty will need to schedule in their own time.
2. **COMPLETE TESTING REQUEST FORM:** Complete in full the **Make-Up Exam Request Form** at www.methodistcollege.edu/make-up-exam-request
 - a. Once scheduled, a “meeting request” confirming the exam time and location will be emailed to the faculty member.
3. **DELIVER THE EXAM:** Deliver exams and any other required testing materials, in person, through interoffice mail, or through a designated person *at least* 24 hours before the scheduled exam time.
 - a. Place the exam materials inside an envelope. Seal the envelope and sign across the seal, or deliver in a red interoffice envelope.
4. **PICK UP THE EXAM:** Exams will be returned in the manner requested on the Testing Request Form

GENERAL QUESTIONS/COMMENTS:

Call Nadira Ford-Robbins, Coordinator of Academic Success at 402-354-7029

***Students requesting testing accommodations due to a qualified disability should be directed to the Coordinator of Academic Success in Clark 1223 (nadira.ford-robbins@methodistcollege.edu) to verify their status as a student with a disability. Requests for services or accommodations should be made as early as possible to allow time to review requests and documentation and make proper arrangements.*