GTCC ASSESSMENT CENTER POLICIES AND PROCEDURES FOR FACULTY MEMBERS

Contents:

GTCC Assessment Center Testing Instruction Form

A completed copy of this form must accompany each test or group of tests at least 24 hours before test start date

Instructor Name:	**Date:**
Instructor Contact Information: (not provided to student)	
Course Name / Number:	**Test #:**
Test Format: ☐ Paper ☐ Computer	
If Computer Test, is there a password? ☐ Yes ☐ No	**Password:**

Time Allowed for In-Class Testing: _____   (Assessment Center staff will adjust test time as needed for accommodated students)
Name of Tester (*or provide a roster*):
Does this student receive accommodations? ☐ Yes ☐ No
First day/time test can be taken:
Last day/time test can be taken:

Students should mark answers on: ☐ Scantron ☐ Test Booklet ☐ Answer Sheet
  ☐ Other (please specify)**: _____**

Students <u>can</u> use:

☐ **Calculator**	☐ None ☐ Basic ☐ Scientific ☐ Graphing ☐ Other: _____
☐ **Notes:** ☐ None ☐ Note Cards ☐ 8.5 X 11 Paper ☐ Other: _____ ☐ 2-Sided ☐ Typed ☐ Handwritten Quantity: _____ **Collect notes after test?** ☐ Yes ☐ No	
☐ **Open Book**	**Specify which book(s):**
☐ **Graphs/Tables**	**Specify type(s):**
☐ **Scratch Paper**	**Collect after test?** ☐ Yes ☐ No
☐ **Other**	**Specify:**

How would you like to receive the test?

☐ **Pick-Up** ☐ **Via Email** ☐ **Inter-Office Mail**

*All tests scanned & stored digitally for the semester unless professor declines.
*Any additional information can be written on the back of the testing instruction form or provided via email.
**All tests sent via inter-office mail will be scanned to email prior to sending

Assessment Center Policies for Faculty Members

1. The Assessment Center is intended to test students with DAS accommodations, students who have missed an in-class test, and students/community members who require test proctoring for other institutions or third-party vendors. Any questions about accommodating a specific situation can be addressed by Priscilla Bohannon, Asst. Dir, Admissions and Assessment (pmbohannon@gtcc.edu or 336 334 4822 ext. 50226).

2. While the testing center is happy to accept walk-ins *if and only if* we have been provided with the test and testing instruction form prior to the student's arrival, we do ask that you have your students make an appointment so that we can guarantee a space for them.

3. With faculty concerns about AI, the assessment center at Jamestown can accommodate full classes for proctored work, we will need a minimum of two-weeks' notice before the expected testing date in order to make these arrangements, and there needs to be a minimum of a three-day window for students to test.

4. The assessment center requires that testing instruction forms from instructors be submitted 24-hours before the first expected testing date.

5. We *require* a reachable phone number on the instruction form, in case there are issues with testing, this will never be given to students.

6. If the testing instruction form is not in our possession when a student arrives for testing, we will do our best to contact the faculty member, but please remember it is the faculty member's responsibility to ensure that we have all necessary materials **before** students arrive for their test.

7. While the assessment center at Jamestown has a limited number of basic calculators and scantrons, students are expected to bring their own materials for testing. We are happy to give students materials when we have them available, however it is not the responsibility of the testing center to provide these items.

8. Please note that for students who require accommodations, the testing center abides by all DAS guidelines and notifications. We encourage instructors and students to communicate with DAS FIRST if there are any issues with student accommodations (i.e. extended exam time).

9. Students must show a valid student or government ID for GTCC faculty testing.

10. The assessment center is happy to scan completed tests to the faculty member – please mark this on the instruction sheet or email testingcenter@gtcc.edu if this is your preference. We can also send completed tests to you via inter-office mail.

Assessment Center Policies Students Must Adhere to

We have these policies posted in a number of places, but please ensure students know what to expect when they test in the assessment center.

1. You **WILL NOT** be permitted to test if you are wearing *ANY* type of hat/scarf/beanie/other head covering that encompasses your whole head (unless for religious purposes).

2. Food and drinks (including water) are **NOT** permitted in the testing lab, you may leave them in the designated space in the lobby or store them in your assigned locker.

3. Cell phones, all watches (smart or not), and all other electronic devices **MUST BE TURNED COMPLETELY OFF**, **NOT PUT ON SILENT OR AIRPLANE MODE**, and must be stored in your assigned locker.

4. You **WILL NOT** be permitted to access your locker once your test begins, if you will need anything during testing, please place it in the designated space in the lobby.

If you believe you require an exception to any of these policies, please consult Assessment Center staff immediately!

Failure to comply with these policies will result in consequences including:

- Denied testing appointment.
- Your professor or third-party vendor alerted.
- A referral to our Student Conduct and Community Standards office.

Instructions for Scheduling a GTCC Faculty Test

Go to https://www2.registerblast.com/gtcc/Exam/List

1. Choose Desired Campus (Jamestown, Greensboro, etc.…).

2. Select the following test.:

GTCC Faculty Test/ Exam

3. Read the Exam Description.

4. Select a date on which you want to test and the time to start your test.

6. Enter all required information.

7. Read the policies and agree to each, then select 'I agree to follow the above guidelines.'

8. Click the ADD TO CART button.

9. Review and click the COMPLETE REGISTRATION button.

*You will receive an immediate email notification that you have successfully completed the registration.

*You will receive an email reminder notification 24 hours before the date of your test.

Instructions for Scheduling a GTCC Faculty Exam with Accommodations (NOT for a Separate Room):

PART 1: Steps for getting set-up with the Testing Center

Go to: https://www2.registerblast.com/gtcc/exam

1. Click sign in at the top right of the screen

2. Click reset your password

3. Enter your GTCC email address

4. Click green Request Password Reset button

5. Check your GTCC email for RegisterBlast password link

6. Click the link to set up your password. **NOTE**: a special character is required for this password (adding an ! to the end of your current password will help keep things simple.)

7. Using the above information sign into RegisterBlast
https://www2.registerblast.com/gtcc/exam

8. Check to see if your accommodations are visible under item 4. If not, please contact DAS or the Assessment Center ((336) 334 4822 ext. 50574 or 50017) and let us know of the issue.

Instructions for Scheduling a GTCC Faculty Exam with Accommodations (NOT for a Separate Room):

PART 2: REQUESTING A DATE AND TIME FOR A TEST AND OR EXAM

Go to: https://www2.registerblast.com/gtcc/exam

Log in using your Registerblast credentials before continuing.

1. Choose Jamestown Campus

2. Select the following option
    • *GTCC Faculty Test/ Exam – Jamestown (Choose this if Distraction Reduced is not listed as an accommodation on your LOA)*

3. Read the Exam Description

4. **Verify your accommodations**. If there is an error, please contact the Assessment Center ((336) 334 4822 ext. 50574 or 50017), and we will work with DAS to resolve any errors. If you do not see any accommodations listed, it is an indication that you are not logged in. Please Sign in to your RegisterBlast account and start at #1.

5. Choose the date you want to test (*Reminder at least 24 hours' notice required, 48 hours or more appreciated.*)

6. Select a time, from those available, to begin your test.

7. Enter the name and GTCC email of the student who will be testing.

8. Read the guidelines

9. Click the checkbox that you have read the guidelines

10. Click the ADD TO CART button.

11. Click the COMPLETE REGISTRATION button.

12. You should get an automatic email confirming the appointment. It's always helpful to forward that to your instructor as a gentle reminder that you've done your part, now they need to get your test to the Assessment Center

Instructions for Scheduling a GTCC Faculty Exam with Accommodations (Separate Room):

PART 1: Steps for getting set-up with the Testing Center

Go to: https://www2.registerblast.com/gtcc/exam

1. Click sign in at the top right of the screen

2. Click reset your password

3. Enter your GTCC email address

4. Click green Request Password Reset button

5. Check your GTCC email for RegisterBlast password link

6. Click the link to set up your password. **NOTE**: a special character is required for this password. (Adding an ! to the end of your current password will help keep things simple)

7. Using the above information sign into RegisterBlast
https://www2.registerblast.com/gtcc/exam

8. **Check to see if your accommodations are visible under item 4**. If not, please contact DAS or the Assessment Center ((336) 334 4822 ext. 50574 or 50017) and let us know of the issue.

Instructions for Scheduling a GTCC Faculty Exam with Accommodations (Separate Room):

PART 2: REQUESTING A DATE AND TIME FOR A TEST AND OR EXAM

Go to: **https://www2.registerblast.com/gtcc/exam**

Log in using your Registerblast credentials before continuing.

1. Choose Testing with Accommodations

2. Select the following option:
   • Testing with Accommodations Separate Room

3. Read the Exam Description

4. **Verify your accommodations.** If there is an error, please contact the Assessment Center ((336) 334 4822 ext. 50574 or 50017), and we will work with DAS to resolve any errors. If you do not see any accommodations listed, it is an indication that you are not logged in. Please Sign in to your RegisterBlast account and start at #1.

5. Choose the date you want to test (*Reminder at least 24 hours' notice required, 48 hours or more appreciated.*)

6. Select a time, from those available, to begin your test.

7. Enter the name and GTCC email of the student who will be testing.

8. Read the guidelines

9. Click the checkbox that you have read the guidelines

10. Click the ADD TO CART button.

11. Click the COMPLETE REGISTRATION button.

12. You should get an automatic email confirming the appointment. It's always helpful to forward that to your instructor as a gentle reminder that you've done your part, now they need to get your test to the Assessment Center.

Remote Faculty Testing Policies and Procedures:

1) If remote testing is going to be an approved option, please let assessment staff know when submitting initial instruction form (remote testing is **_ONLY_** for online courses, unless there is a special exception.)

2) Assessment Staff will send a Signup Genius link with the available remote testing times to the instructor, this will need to be sent to any students who are requesting a remote test, we will not be taking remote testing appointments via email.

3) If it is a paper test, the assessment center will make an answer sheet, and we will give the student access to the test and answer sheet and then revoke access once their time is up.

4) If there is a scantron requested, staff will bubble it in with the student's answers once they submit their test.

5) For remote testing, a working camera and microphone is **_REQUIRED_**. We proctor remote tests via Microsoft Teams. We will deny remote requests for any students who we cannot actively monitor

As always, any questions can be sent to Priscilla Bohannon (pmbohannon@gtcc.edu, ext. 50226). We are happy to make accommodations within reason to best serve our faculty and students.

How to Cancel a GTCC Faculty Test

Go to: https://www2.registerblast.com/gtcc/Exam/List

1. Click the My Account/ My Exams/ My History tab at the top of this page.

2. Enter the email address you used to originally schedule your exam.

3. Click Continue.

4. You will receive an email from support@registerblast.com.

5. Click the link inside the email.

6. A My Exam History page will open. Find your exam and click the Cancel link.

7. Click "Yes, cancel my registration" if you are sure you want to cancel or "Keep current registration" if you do not want to cancel your exam.

8. Please reach out to the Assessment Center if you need assistance ((336) 334 4822 ext. 50574 or 50017).