

# Brookdale Community College

## Testing Services

### Guidelines for Faculty

The staff of Testing Services prides themselves on offering students a comfortable, quiet, professionally proctored environment in which to take tests.

With the assistance of faculty, we can continue to serve our students in such a manner. **Here are some guidelines for testing services**

- ✍ All tests for alternate delivery class (online, TV, hybrid, etc.) are allowed to be offered in the Testing Center
- ✍ Quizzes, except for alternate delivery courses, are not allowed to be offered in the Testing Center
- ✍ Make up and retests are allowed in the Testing Center

#### What we need from faculty:

- ✍ If it is an Angel test, email the Manager, Nancy O'Shea at [noshea@brookdalecc.edu](mailto:noshea@brookdalecc.edu) or the Supervisor, William De Voe at [wdevoe@brookdalecc.edu](mailto:wdevoe@brookdalecc.edu), to let us know students will be coming down to test.
- ✍ **Deadlines** are especially important because they assist us in scheduling and staffing of the Testing Center.
- ✍ Any paper/pencil make up tests must be delivered to the Testing Center and will be placed in a folder with your course and name
- ✍ Each semester, you must remove all untaken tests from your folder.

#### What we need from students: (and faculty can remind students)

- ✍ A Brookdale photo ID (no exceptions – this is true for visiting students.) We need the info to get them into both our new sign-in system and into our test scoring system
- ✍ Either a permission slip from you (for make-up tests) or a print out of an email, etc. so we know exactly which test we should be administering to the student. OR you must place the make-up test in your file with the student's name on it. However they must know YOUR name, the class, and which test they must take. We will not (and we are asked quite often!) allow a student to review the tests to see which one they've studied for!

**What we can't do:** (some of it is illegal!)

- / Give out scores or grades over the phone
- / Mail completed tests to your home, send via interoffice mail to your office or an HEC. Tests must be picked up by the Learning Assistant or the faculty member.
- / Take the word of a student for things like: my teacher said to give me the test and I'll deliver it to him; she said I can come back tomorrow to finish the test; I can use notes or an open book, etc. (and yes, we get this everyday!)

**Our policies:** (and we're strict – the students will tell you!)

- / ***We abide by the Academic Integrity Policy of the College and will report ALL suspected violations.***
- / They must present a Brookdale ID
- / They must lock all personal item, including and especially cell phones, into our lockers
- / Tests must be completed in one sitting; they cannot come back the next day to complete the test.
- / We will not administer a test past a deadline given to us by an instructor either on their test submission sheet or on the permission slip
- / We don't allow baseball-type caps to be worn in the Testing Center.
- / We only allow water in the Testing Center; no other food or drink.
- / Bathroom breaks are allowed with the permission of the proctor; we hold their key and monitor them in the hallways.