



**BROOKDALE COMMUNITY
COLLEGE**

**THE MISSION OF THE
STUDENT SUCCESS CENTERS**

The Student Services team for the Branch Campus and Higher Education Centers provides students with a high quality educational experience through support and services that encourage student development.

In the spirit of "One Brookdale" the Student Services team connects students at the regional locations to the resources, services and staff that can contribute to their personal and professional success.

Branch Campus & Higher Education Centers

Call
732-224-2600
for appointments

**TESTING SERVICES
AT THE STUDENT
SUCCESS CENTERS**

**FREEHOLD
HAZLET
LONG BRANCH
NEPTUNE
WALL**

Information for Faculty

Student Success Centers

In the Student Success Centers, we strive to work with students and their faculty to ensure the best possible educational experience while attending Brookdale's Branch Campus and Higher Education Centers. In order to do so, we need the cooperation of instructors so that we can provide a testing environment conducive to test success, maintain test integrity, and ensure that the other services we provide are available to support students.

With this in mind, we ask that you follow the following procedures when you have a student in need of test proctoring services:

- Provide a complete proctor form including:
 - Your name and contact information
 - Student name(s)
 - Course number and section
 - Testing deadline
 - Requirements for testing (time and support materials permitted, etc.)
 - Disposition of completed tests
- Provide a copy of the test for each student who will be testing with us. Ensure that the test is complete and errorless.
- Provide any necessary testing supplies such as blue books, scan trons, etc.
- Allow ample time for students to take tests. Because we operate by appointment, during certain times of the semester (especially mid term and finals) we are not able to guarantee same day testing. A three to four day minimum window is helpful.
- Submit the test to any member of the SSC staff or, after hours, to the security guard to be placed in the testing mail file. Please do not leave a test on any desk or in any open space.



www.brookdalecc.edu/studentsuccesscenters

Please also alert your students to the following testing requirements to ensure that their testing is as smooth as possible:

- Testing is by appointment. Appointments can be made by stopping by the Welcome Center or the Student Success Center or by calling the Branch Campus and Higher Education Hotline at 732-224-2600
- All students will be required to put away all materials and turn off all cell phones. If we observe any personal materials, including cell phones, papers, or notes, during the test we will make an assumption that the student is attempting to cheat. If this occurs, we will end testing immediately and will notify both the instructor and the Office of the Dean of Academic Affairs. Notes may be used ONLY if explicitly permitted by the instructor.
- No more than three students will be permitted to take a given test at the same time. Students should make appointments as early as possible.

Thank you in advance for your cooperation.

Should you have any questions or concerns, please feel free to stop by the Student Success Center or contact the director:

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Branch Campus & Higher Education Centers
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732-625-7008

