

MAKEUP TESTING PROCEDURES FOR INSTRUCTORS

Welcome to DVC's Makeup Test Center, located in **BFL-213**
The hours of operation for **Spring 2018** are:

Semester Hours from February 5 through May 25, 2018

- Monday – 4:30 PM to 8:30 PM
- Tuesday - 5:30 PM to 8:30 PM
- Wednesday - 4:30 PM to 8:30 PM
- Thursday - 4:30 PM to 8:30 PM
- Friday – 11:00 AM to 3:00 PM

Faculty planning to use the Makeup Testing services should be sure to **plan the times that students arrive for appropriate testing times**, as Testing cannot stay operate outside its scheduled hours. In addition, faculty should be sure to go over the Faculty Senate approved *Guidelines For Use* to get a sense of the types of situations for which using the Makeup Testing would be appropriate. In particular, please avoid sending large numbers of students to the Makeup Testing.

The procedures for using the Makeup Testing are as follows:

1. The instructor should fill out the Makeup Test Instruction Form (goes to the Proctor) and the Student Information form (goes to Student). The form, as well as a copy(ies) of the test, should be put into an envelope. **Please note that students NOT listed on the Instructions Form will NOT be allowed to take a make-up test. Instructors should provide students with the student form and exam date/s information to show the Proctor.**
2. The envelope containing the test and the Makeup Test Instruction Form should be either deposited into the locked **green Makeup Test Box** located by the mailroom or taken directly to the Makeup Testing room during its hours of operation. **Tests will be picked up from the Makeup Test Box 30 minutes before the scheduled opening of the Makeup Testing for that day. Emailed exams CANNOT be accepted.**
3. The student should go to the room for Make-Up Testing on or before the deadline date for his/her exam, and present to the proctor either **a DVC ID Card or a valid California driver's license, California ID, passport, or other government-issued photo ID**. Students should be sure to arrive with enough time to complete the test during the hours of operation. Students must complete the exam during a single block of time, unless otherwise indicated by the instructor on the Makeup Test Instruction Form. Blue books, Scantrons forms are NOT provided.
4. The proctor will return the test, and all other materials including scratch paper, to the instructor through campus mail, unless the instructor indicates on the Makeup Test Instruction Form that he/she will come to the Testing room personally during its hours of operation to pick up the exam.

We hope that Makeup Test Center will be a valuable resource for you and your students. For questions or comments, please email Obed Vázquez, Dean of English and Social Science Divisions, ovazquez@dvc.edu or makeuptest@dvc.edu.