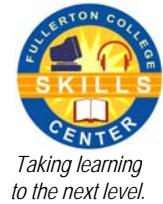


ACADEMIC SUPPORT CENTER
SKILLS CENTER
MAKE-UP TESTING PROCEDURES
FALL 2009 SEMESTER



- The Skills Center will administer **MAKE-UP** tests for FC students taking on-campus courses, online courses and TeleWeb courses.
- A **MAKE-UP** test is a test that has already been administered by the instructor but which the student has missed or that the student cannot take at the regular time due to legitimate and unavoidable reasons, as determined by the instructor.
- Skills Center staff will verify I.D., time of the test, and monitor **MAKE-UP** test takers as closely as their other duties allow.

We can administer **MAKE-UP** tests in the afternoons, evenings and Friday and Saturday during the regular class schedule: Monday, August 17, 2009 – Tuesday, December 8, 2009.

Special notes: We can also administer your **MAKE-UP** Final Exams during the final exam period. See our website for the Final Exam testing hours: <http://skillscenter.fullcoll.edu>

INSTRUCTOR PROCEDURES:

1. Please inform your students that they **must bring a picture I.D.** when they take a test in the Skills Center. Students must also know their FC student I.D. number (@00123456). For security purposes, picture I.D. cards will be held until the test is finished.
2. Send us a completed Test Instruction Sheet for each different set of tests you submit to the Skills Center. Include all specific instructions for students and the **names** of all students you are referring to us.
3. The tests you send us may be between **30 minutes and 2 hours long**. Our space and monitoring limitations make shorter or longer tests impractical.
4. Please identify a **range of dates/times** for your students to take tests. Urge your students not to wait until the last possible moment to take a test as we have limited staff for monitoring. **(Reminder: No Saturday or a day-before-a-holiday deadlines.)**
5. **Tests must be received in the Skills Center by 12:00 noon to be available the same day.** Any test received after 12:00 noon will be processed and made available to students the next day.

Please send only one test per course at one time. Maximum: 10 copies, Limit 10 students.

SKILLS CENTER PROCEDURES:

1. Students who find the noise level in the Center distracting can ask for a set of sound-proof headphones.
2. Skills Center staff cannot distribute handouts, make announcements nor collect homework.
3. Skill Center Make-up testing procedures prohibit students who are taking tests from using cell phones, iPods and materials you do not approve in advance.
4. Skills Center staff will notify you of any anomalies we observe relating to any test so that you can take appropriate action.

Submit with test. Fall 2009 Regular MAKE-UP Test Instruction Sheet

_____ On-campus course _____ Online course _____ Hybrid course

**ACADEMIC SUPPORT CENTER
SKILLS CENTER**
<http://skillscenter.fullcoll.edu>



Skills Center Location: 800 Building (1st floor, west entrance, Library/Learning Resource Center)

Phone: 714-992-7144

**MAKE-UP Testing
Hours:**

| MONDAY - THURSDAY | FRIDAY | SATURDAY |
|------------------------|-----------------------|------------------|
| 12:00 noon – 9:00 p.m. | 7:30 a.m. – 4:00 p.m. | 10 a.m. – 2 p.m. |

During the regular semester, make-up tests can be administered 8/17/09-12/8/09
[\(Please, no more than 10 students per class\)](#)

A MAKE-UP test is a test that has already been administered by the instructor but which the student has missed or that the student cannot take at the regular time due to legitimate and unavoidable reasons, as determined by the instructor.

MAKE-UP Test Instructions – Fall 2009

Instructor _____ Department _____ Division _____

Phone # where we can reach you _____ E-mail address _____

Course Title & Number _____ Test Title _____

Number of tests attached _____ (up to 10) Number of scantrons or answer sheets attached _____

For greater security, number your tests in the upper right corner.

Time Limit _____ (30 min. – 2 hrs.) **Last day students may take test** _____

Return Procedure: After the student has completed the test, Skills Center staff will return the test to instructor via campus mail.

ANSWER MATERIAL REQUIRED

- _____ NONE (answer on test)
- _____ Blue Book
- _____ Scantron (882 or 886E or _____)
- _____ Both test and Scantron
- _____ Own paper
- _____ Other (please specify) _____

RESOURCE MATERIAL ALLOWED

- _____ NONE
- _____ Reference/text books
- _____ Notes
- _____ Calculator (please specify type: _____)
- _____ Maps
- _____ Dictionary
- _____ Other (please specify) _____

Additional Instructions _____

Instructor's Signature _____

Student Names Required (Photocopied rosters with test-takers marked are also acceptable.)
Picture I.D. will be required.

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