

STUDENT PROCEDURES FOR MAKE UP TESTING
at the ASSESSMENT TESTING CENTER (ATC)

Student Name _____

- Email or visit the Assessment Testing Center (ATC) to schedule an appointment during the scheduled hours available testing. Please make this appointment at least 24 hours in advance by calling the Assessment Center at **909-389-3361** or by emailing Frances Southerland (put her name in the subject line, along with "Make-Up Test Request") at **assessment@craftonhills.edu**.
- Arrive at least 10 minutes early for appointment to allow for check-in.
- If you need to change your testing appointment, student should cancel/reschedule appointment before the make-up test deadline, if necessary.
- Students who fail to show up for or cancel their appointment will be unable to reschedule and this will result in the exam being returned to the instructor. When rescheduling it is the student's responsibility to arrange to make-up exam within the deadline. No guarantee for availability of a reschedule time is given.
- Provide photo ID (CA Driver's License, CAID, US Passport, Military ID or other legal photo ID) upon arrival to take exam. We will not administer exam without valid legal photo ID.
- Student must provide all test materials (Scantron, pen, pencil, notebook paper, etc.). The ATC will not provide these to the student.
- Electronic devices are not allowed in the ATC unless specified by the instructor.