



CHC Policies for Make-up Testing Faculty Information



This document provides information regarding make-up testing. Proctoring make-up exams is a CHC service currently housed in the Tutoring Center. Faculty who wish to schedule make-up tests for their students must contact the Tutoring Center Coordinator directly at (909) 389-3566 or via email at rdbrown@craftonhills.edu.

The information in this document outlines the procedures by which make-up testing will take place.

Make-up Testing Policies for Faculty

- Use the *Make-up Test Cover Sheet* to write the details and parameters of the make-up test. This will ensure that the proctor has the correct instructions for administering the test. Contact Robert to receive a copy of the *Make-up Test Cover Sheet* via email.
- Make sure to include the following information on the *Make-up Test Cover Sheet*:
 - Instructor's name
 - Names of students taking the make-up test. **NOTE: Students will not be allowed to take a make-up test if their names are not included on this cover sheet.**
 - Course name
 - Dates for the test to remain available
 - Test guidelines (open/closed notes test, calculator, time limit, etc.)
 - Any additional instructions (Scantron or blue book required, scratch paper attached to tests, etc.)
- Submit the test in one of the following ways:
 - Email the test and the completed Make-up Test Cover Sheet as attachments to the Tutoring Center Coordinator at rdbrown@craftonhills.edu.
 - Deliver the test in person to the Tutoring Center Coordinator in room LRC-144. (Do NOT send the test via intercampus mail).
- All completed tests will be time-stamped and locked in the coordinator's office until *retrieved by the instructor*.

Additional Faculty Information

- Tests are stored in a locked cabinet in an office accessible only by the Tutoring Center Coordinator.
- Please remember: the coordinator's file cabinet is *not* used to collect homework, essays, projects, or other student assignments on behalf of teachers. Students must deliver these assignments to their instructors' offices or mailboxes.
- The coordinator will only proctor *make-up* tests. PLEASE do not inform your students that they can use the Tutoring Center as an alternative for taking tests in your classroom.
- The last week of the semester is an extremely busy time for the tutoring center. For this reason, there will be no make-up testing during final exam week.

- The room that will be used for make-up testing is limited to only ten chairs. Please be mindful of the limited space when assigning make-up tests.
- Please remember: students should NOT be responsible for delivering your tests to the Tutoring Center. Please email or hand-deliver your test to the coordinator and complete the *Make-up Test Cover Sheet*.

Information Your Students Should Know

- Students **must** schedule an appointment in advance to take a make-up test. Appointments can be made during the following times

Day	Available Morning Appointments	Available Afternoon Appointments
Mondays	8:30am – 10:30am	1:00pm – 3:30pm
Tuesdays	None	3:00pm – 5:00pm
Wednesdays	8:30am – 10:30am	1:00pm – 3:00pm
Thursdays	9:00am – 12:00pm	None
Fridays	10:30am – 12:00pm	2:30pm – 4:00pm
Some evening test proctoring appointments are available. Call (909) 389-3566 for current availability.		

- Students will be asked to present a valid I.D. (Crafton Hills College I.D. card, current driver’s license, or other photo I.D. The **only** exception to this is the instructor’s presence to identify the student at the time of the test.)
- The parameters for the test (time limits, required materials, instructions, etc.) are set by the instructor, and **not** by the test proctor.
- Once students begin the test, they may not leave the testing area until the test is completed.
- Only materials that have been approved by the instructor are allowed into the testing area. Students may place personal items in one of the cubbies near room 8 (bags and backpacks may be placed inside the coordinator’s office.)

For more information on make-up testing, or if you have questions or concerns, please feel free to contact the coordinator directly.

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