

**INSTRUCTIONS FOR THE TESTING CENTER**  
**Testing with Accommodations for A-B Tech Students**

Location: Simpson Building (828) 398-7219 or [testingcenter@abtech.edu](mailto:testingcenter@abtech.edu)

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Please administer the attached test for

Other information (Unless indicated below the Testing Center supplies only the test, pen or pencil and scratch paper.):

Instructor: \_\_\_\_\_

\_\_\_\_\_ Calculator allowed \_\_\_\_\_ Book allowed

Course: \_\_\_\_\_

\_\_\_\_\_ Graph paper allowed \_\_\_\_\_ Notes allowed

to (student): \_\_\_\_\_

\_\_\_\_\_ Computer/Internet use allowed

between: \_\_\_\_\_ and \_\_\_\_\_

(First date to administer) (Last date to administer)

\_\_\_\_\_ Permission to complete test in 2+ sessions

Un-timed: \_\_\_\_\_ or \_\_\_\_\_

\_\_\_\_\_ Scribe \_\_\_\_\_

(Name of Scribe provided by Disability Services)

Time Limit \_\_\_\_\_ minutes

\_\_\_\_\_ Reader \_\_\_\_\_

(Name of Reader provided by Disability Services)

Test ID \_\_\_\_\_

(Chapter # or name or Test #)

Other Accommodations or Instructions: \_\_\_\_\_

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Id Checked: \_\_\_\_\_ Date: \_\_\_\_\_ Test started: \_\_\_\_\_ Completed: \_\_\_\_\_ Proctor: \_\_\_\_\_

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(Name of Reader provided by Disability Services)

Test ID \_\_\_\_\_

(Chapter # or name or Test #)

Other Accommodations or Instructions: \_\_\_\_\_

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To be filled out by test administrator. Keep this form attached to test and return to instructor.

Id Checked: \_\_\_\_\_ Date: \_\_\_\_\_ Test started: \_\_\_\_\_ Completed: \_\_\_\_\_ Proctor: \_\_\_\_\_

A-B Tech Testing Center  
Procedures **for A-B Tech Instructors/Students**

1. A-B Tech instructors may send students to the Testing Center for **testing with accommodations** for A-B Tech courses.
2. Instructors should hand deliver tests to the Testing Center with the “Instructions to the Testing Center” cover sheet filled in appropriately.
  - a. Both instructors and students must show a photo ID in order to drop/off/pick/-up or take a test in the Testing Center.
  - b. If the student is allowed to use materials other than paper and pencil, these must be listed on the cover sheet.
  - c. Time limits, if any, should be listed clearly.
  - d. Changes or exceptions should be discussed with Testing Center staff in advance of the test.
3. Tests and cover sheets must be hand delivered to the Testing Center at least 2 days before the test date. **Do not give tests to students. Please do not send tests through campus mail.**
4. Tests must be completed in one continuous session unless otherwise indicated on the cover sheet.
  - a. The Testing Center will not remain open after the posted closing time.
  - b. Students may not begin a test within one hour of closing.
  - c. If a student begins a test and subsequently leaves the Testing Center for any reason, the test will be considered completed.
  - d. Students are strongly encouraged to schedule a testing time. Lockers are available for students to secure their personal belongings during a test.
5. Tests will not be scored in the Testing Center.
6. Instructors will need to pick up completed and/or untaken tests from the Testing Center in Simpson. Be sure to wear your nametag or bring a photo ID with you.
7. **Please do not ask the Testing Center staff to accept last-minute tests during peak testing times.**
8. Tests will be filed by Instructor’s last name. Students **MUST** know their instructor’s name and test ID (Chapter # or name or Test #) in order for Testing Center to give out the proper test.
9. Students must present a valid picture ID for identification in order to take a test. An A-B Tech student ID card is an excellent option.