

**INSTRUCTIONS FOR THE TESTING CENTER**  
**Testing with Accommodations for A-B Tech Students**  
Location: Bailey Building [\(828\) 398-7219](tel:8283987219) or [testingcenter@abtech.edu](mailto:testingcenter@abtech.edu)

Please administer the attached test for

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

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

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

between: \_\_\_\_\_ and \_\_\_\_\_  
(First date to administer) (Last date to administer)

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

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

Test ID \_\_\_\_\_  
(Chapter # or name or Test #)

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

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

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

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

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

\_\_\_\_\_ Scribe \_\_\_\_\_  
(Name of Scribe provided by Disability Services)

\_\_\_\_\_ Reader \_\_\_\_\_  
(Name of Reader provided by Disability Services)

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

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

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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 deliver tests and cover sheets to the Testing Center with the “Instructions to the Testing Center” cover sheet filled in appropriately. Paper tests must be hand delivered. Cover sheets for online tests can be emailed to testingcenter@abtech.edu 2 business days in advance.
  - 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. Paper tests and cover sheets must be hand delivered to the Testing Center at least business days 2 days before the test date. Cover sheets for online tests can be emailed to testingcenter@abtech.edu 2 business days in advance. **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 Bailey. 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.