

Instructions for the Testing Center

MAKE-UP TEST COVER SHEET

Testing Center located in Bailey Building (828) 398-7219 or testingcenter@abtech.edu

Instructor: _____

☐ Calculator

Course: _____

☐ Excel:

Student: _____

☐ Personal Computer:

Student ID: _____

☐ Books:

First Date: _____

☐ Notes:

Last Date: _____

☐ Desmos:

Time limit: _____

☐ Graph Paper:

Test Name: _____

If allowed personal computer, which programs
are allowed: _____

Other Instructions: _____

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 **make-up testing** for A-B Tech courses.
2. Instructors should deliver tests and cover sheets to the Testing Center with the above cover sheet filled in appropriately. Paper tests must be hand delivered. Cover sheets for online tests can be emailed to <mailto: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.
 - e. **Do not give tests to students. Please do not send tests through campus mail.**
3. 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 through our Bookings page. Lockers are available for students to secure their personal belongings during a test.
4. Tests will not be scored in the Testing Center.
5. 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.
6. **Please do not ask the Testing Center staff to accept last-minute tests during peak testing times.**
7. Tests will be filed by Instructor's last name. Students **MUST** know their instructor's name and course number in order for Testing Center to give out the proper test.
8. Students must present a valid picture ID for identification in order to take a test. An A-B Tech student card is an excellent option.