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## TESTING CENTER GUIDE FOR INSTRUCTORS

*Welcome to the Testing Center! We are dedicated to facilitating your testing needs.*

### **Testing Center Hours of Operation:**

**The Testing Center is located at Kirtland Grayling in room 2012.**

Monday-Thursday: 8:30 a.m. – 4:00 p.m.

Friday: CLOSED \*Please note: The Testing Center at the Health Sciences Center, will be open on Fridays 8:30 a.m. – 4:00 p.m. during finals week for the fall, winter, and summer semesters\*

**Please Note:** There will be testing services available for **students who require accommodations** at the Gaylord, Grayling, and Roscommon campuses. Students with documented disabilities must contact the Testing Center to schedule an appointment **prior** to test day! Walk-in testing is available in Grayling only.

### **Testing Center Information and Procedures:**

- The Testing Center is for make-up tests, online testing, independent study students, and students with documented disabilities.
- Exams will not be administered without **current** photo ID – Kirtland ID, driver's license, state ID, etc., visual confirmation of identity by an instructor is also acceptable.

### **All Exams, Quizzes, and Essays MUST include the following information:**

- Instructor's Name
- Student's Name (For entire classes please include a class list).
- Course Title/Number
- Exam Deadline (all expired exams that have not been picked up will be returned to the instructor).
- Time Limit
- Materials permitted for use during the exam, such as books, notes, calculator, scratch paper, or use of Scantron forms.

- Any special instructions to the students or proctor regarding the exam.
  - Test Description (e.g. make-up, online etc...)
  - Each test or set of tests should be submitted with a Testing Center Form.
  - All testing related correspondence must be sent to the Testing Center at: [testingcenter@kirtland.edu](mailto:testingcenter@kirtland.edu)
- The testing center is requiring instructors and staff to use the provided orange stamped envelopes when sending hard copy tests to the testing center. Your completed tests will also be returned in these envelopes. These envelopes must be used for testing purposes only.

### **Exam Pick-up and Delivery:**

- Faculty must deliver the test and completed Testing Center Form to the Testing Center by the established test date. The test can be delivered in person or through electronic submission to: [testingcenter@kirtland.edu](mailto:testingcenter@kirtland.edu). If necessary, faculty can coordinate an alternate pick-up date when dropping off the test and/or request the test be returned via email. If an exam is returned to an instructor via email, the original will be kept in secure storage until two weeks after finals week at the end of each semester, at which time all originals will be shredded.

### **Entire Class (On-Site) Proctor Information:**

- If Proctoring is requested for entire classes, the Testing Center *may* be able to proctor your class exam depending upon staff and seating availability. The instructor should contact the Testing Center **prior** to test day to make arrangements. It is up to the instructor to give the proctor all necessary instructions and tests.
- The Testing Center will not administer exams for entire on-site classes during finals week for the fall, winter, and summer semesters.
- Instructors must be present when bringing an entire class to the Testing Center.

\*\*\*Students who require special accommodations must contact the Testing Center to make arrangements prior to taking the test.

### ➤ **Respondus LockDown Browser**

- For information regarding the use of Respondus with your exams, please contact Dave Cable @ Ext. 500 or email [online@kirtland.edu](mailto:online@kirtland.edu)

### **Additional Information:**

- Instructors may view the Testing Center Schedule Calendar by copying and pasting the link below into the “Other calendars” window in their Google calendar.

**[kirtland.edu\\_2d393332343132322d393839@resource.calendar.google.com](mailto:kirtland.edu_2d393332343132322d393839@resource.calendar.google.com)**

- To obtain additional copies of the Testing Center Form go to myKirtland > Employee tab > Forms Central > Forms for Instruction then choose Testing Center Form.
- For information regarding professional certification exams offered at Kirtland, please refer to our website at: <http://www.kirtland.edu/testing-center>
- If you have any questions, feel free to contact the Testing Center: [testingcenter@kirtland.edu](mailto:testingcenter@kirtland.edu) (989) 275-5000 Ext. 339.