



## **Faculty FAQ**

### **Where is the Testing Center, how can I contact the TC, what are the hours of operation?**

The Testing Center is located in TL 132. You may call us at 419-995-8476, email us at [TestCenter@RhodesState.edu](mailto:TestCenter@RhodesState.edu), or stop in to TL 132. Please visit the Testing Center webpage at [www.RhodesState.edu/TestingCenter](http://www.RhodesState.edu/TestingCenter) to view the current hours of operation.

### **What kind of services do you provide to Rhodes State faculty and students?**

We are happy to proctor instructional make-up tests as well as proctored tests for all distance education (online) courses. We also provide the proctoring and assistive services for students with accommodations plans. At this time, we do not have the resources to proctor full-class tests for on-campus courses.

### **What do I need to do in order to have the Testing Center proctor a test?**

1. Please complete the Testing Center Cover Sheet found at H:\Testing Center\Instructors\Cover Sheets. If you cannot access a campus computer, email us or call us and we will be happy to email you a Cover Sheet.
  - a. It is highly important that you fill out this form completely so that our proctors may properly enter the tests into the system and your students will have any information they need.
2. Send us either the printed test/scantrons for the students you wish us to proctor, indicate that the test is in Angel Secure, or provide us with the password to the exam if you choose to make a password-protected test in “regular” Angel.

### **How can I submit testing materials?**

1. Complete the Cover Sheet and gather all testing materials including scantron forms
2. Submit them in-person in TL 132, mail them to us via interoffice mail, or email the Cover Sheet and testing materials to [TestCenter@RhodesState.edu](mailto:TestCenter@RhodesState.edu).
  - a. All materials must arrive together, so if you need students to use scantron forms, please use interoffice mail or bring materials to TL 132 (Cover Sheet, tests, scantrons).
  - b. If you email testing requests for printed tests, note that we are happy to print materials/create testing packets for a maximum of 15 pages (ex: five students taking a three-page test). If you are requesting a printed test that requires more than 15 printed pages (ex: full-class distance education course tests), please print the materials and mail them to us via interoffice mail or bring the materials to TL 132.

### **What if I have a student with an accommodations plan?**

Please read the Accommodation Letter to Faculty your student gives to you. The required accommodations are listed near the top of the letter. Then, please fill out the appropriate section on the Testing Center Cover Sheet.

- Reduced Distraction – our entire facility is certified as a Reduced Distraction testing area
- Extended Time – you must calculate the correct extended time, and mark it on the Cover Sheet
- Reader or Scribe – testers will have the test read aloud to them or a scribe will write their tests for them
  - Faculty who create tests in Angel must print out the test and submit it to us for students who require readers or scribes

### **What if my class starts before the Testing Center opens, but the student must take a test in the Testing Center because they have accommodations?**

The Testing Center is happy to work with instructors to schedule early-start testing. Please contact the Testing Center via email or telephone as far in advance as possible. You will be asked for your name, the name of the course, the



**Rhodes State College Testing Center**  
Technical Education Laboratory room 132 (TL 132)  
[TestCenter@RhodesState.edu](mailto:TestCenter@RhodesState.edu)  
Phone: 419-995-8476

name of the test, the name of the student(s) testing, the reason for the request (ex: class starts at 8:00 a.m. and the student has accommodations), and the requested start time. Faculty are responsible for requesting early-start to ensure proper testing processes are followed.

**What if I extend a test for a student?**

The Testing Center will not provide an expired test to a student. We must receive written permission to extend test deadlines; please email us and provide the course name/number, name of the test, name of the tester(s), and new deadline.

**How long does it take for a test to become available for a student?**

Please allow 48 hours for us to receive the test via interoffice mail and for the test to be entered into our system. If you forget to send a test to us, or you do not send a test at least 48 hours before the student is to come to the Testing Center, you may need to email the test to us. Emailed tests are generally available same-day if they are sent by 2:00 p.m. Monday through Friday.

**What does a student need to do to take a test in the Testing Center?**

The student needs to work with you directly to make sure the test is available. The student will then come to the Testing Center with their Rhodes State ID to take the test.