

ST. CLAIR COLLEGE
STUDENT SERVICES
TESTING PROCEDURES – ALL CAMPUSES

To maximize College resources, the following procedures refer to the administration of make-up and accommodated tests.

Please note that PLA's, test-outs, tutorial tests, supplemental tests etc. take place within the respective department unless the student has test taking accommodations established within St. Clair College Accessibility Services Department.

How do faculty submit a test to testing services?

Note: All information attached to the Testing Instruction Form is provided to the student, so please do not send or attach the answer key to any test submissions, whether in person or via e-mail.

- Tests are to be submitted at least 48 hours or 2 full business days in advance of the time the student is to write.
 - What this looks like: If a test is scheduled for 8 a.m. on Monday, the test must be dropped off/emailed by Thursday morning.
- Tests can be emailed or dropped off to one of the Student Services drop-boxes/accounts, respective to the campus of which the student will write their test. (Listed below.)
 - Whenever possible, emailed submissions are preferred
- The Testing Instruction Form for accommodated students is a component of the student accommodation plan sent to faculty by Student Services. This form must accompany the test for that particular student's accommodated and make-up testing. For make-up tests, check "Yes" to the corresponding question.
- Each student's test requires its own instruction form. If submitting hard copy tests, please ensure that each student has all testing materials along with their completed Testing Instruction form. When emailing submissions, you can attach one test with multiple completed student Testing Instruction forms.
- If you have specific students that you'd like to take specific versions of a test and wish to submit via email, please ensure only those students' completed Testing Instruction forms are included along with the test contents. You'd need to submit multiple emails if you have multiple test versions to be taken by specific students. For hard copy submissions, you need to have all items arranged and stapled accordingly as you'd like for it to be distributed between each student's completed Testing Instruction form.
- If you're okay with randomized test versions at the discretion of Testing Services, you're free to include clearly labeled test files with version information. You will request within body of the email that Testing Services randomly assign versions amongst attached student Testing Instruction forms.
- Tests can be e-mailed within the appropriate timeline, as above, only via your St. Clair College e-mail account to:
 - The Proctor email account is checked frequently during office hours from Monday to Friday.
 - Windsor Campus - southtesting@stclaircollege.ca
 - Downtown Campuses – downtowntesting@stclaircollege.ca
 - Chatham Campus – chathamtesting@stclaircollege.ca
- Email submission is preferred but faculty can place tests in the drop-box for the Proctor to retrieve. Faculty must ensure to print off the most recent form for students and submit the form with all test contents within one envelope and place into the drop-box that can be found outside of Student Services:
 - Windsor Campus - Rm A2110
 - Downtown Campus - Rm R1011
 - Chatham Campus – Rm 133

Test Updates/Changes/Corrections:

- Any test updates/changes/corrections will result in the need for a full resubmission of the entire test and Testing Services Instruction sheet.
- The original submission that is no longer valid will be available for pick-up by the instructor or may be shredded upon request. This applies to date changes or an accommodated test becoming a make-up test, as well.

Pick-up of test by faculty:

- **Windsor campus** – If faculty wish to pick up a completed test on the same day that it was written, the test will be available at the front desk after their accommodated time has been completed.
 - What this looks like: If the class had a 2-hour test that completed at 11a.m., a student writing in Testing Services with 1.5x as per their accommodation, will have until 12p.m. to complete the test. If the student has 2.0x, they will have until 1pm to complete test. The test may not be available for pick up before that time.
 - On the following business day and beyond, the test may be picked up at any time between 7:30 a.m. and 9 p.m.
- **Downtown and Chatham Campus** – Test pick up may occur within regular business hours of the Student Services Office.

Makeup Test Submissions:

- Make-up test submissions follow the same steps as those described on page 1.
- A student may not schedule or book a test with Student Services or Testing Services. All tests are booked when faculty submits a completed Testing Instruction form with all test contents within one submission with valid scheduling information.
- **Make-up Testing hours are specified on the Testing Instruction forms themselves, on both general Make-up Testing Instruction forms and Accommodated Testing Instruction forms**
- For students with test taking accommodations, please use the form provided to you by Student Services. The first question will ask you if it is a make-up test. You will indicate yes or no with every submission. The reason for this is that the student's accommodated form has their specific test-taking accommodations loaded to ensure that the student's test is administered correctly
- For students without test-taking accommodations, you must complete a general Make-up Testing Instruction form. You will need to manually enter the student's full name, student ID number and all other fields present. Authorization for a calculator and special instructions must be detailed on the form itself, not in the body of the email submission. Failure to fully complete the form will result in a request to fully resubmit both a completed form and test contents within one submission for further processing.
 - **Make-up test submissions for a student with test taking accommodations entered on a general Testing Instruction form will not be processed. You will receive a request to fully resubmit their test on their specific accommodated Testing Instruction form with all test contents within one submission for further processing.**
- The Make-up Testing Services Instructions Form can be found outside of Student Services with envelopes for hard copy test submissions. It is also available online at: <https://www.stclaircollege.ca/sites/default/files/inline-files/student-services/make-up-testing-instruction-form.pdf>.

How does a student write their test in Student Services?

- Students must present valid photo ID to the proctor every time they wish to write a test in Testing Services. This includes their student ID card, or government-issued photo ID.
- **For accommodated tests:** Students are not required to notify faculty when they'd like to use their testing accommodations to write in Student Services. There should always be a submission provided to Testing Services, as well as a copy available for them in the classroom. They may attend either location at the specified start time.
 - Accommodated tests are to be written on the same day and time as the rest of the class, otherwise it is called a make-up test.
- **For make-up test:** A student is never able to schedule/book a test directly with Testing Services or Student Services. The coordination of the test is to be handled by the student and faculty. Once an agreed upon date and time is determined, within the hours available for make-up testing at the respective campus, the student's role is complete. Faculty must fully complete a Testing Instruction form, of the appropriate type, and submit it to Testing Services with all test contents and form(s) within one submission for further processing.
 - **Please refer to the form on the website or entered directly onto their accommodated Testing Instruction form for their most recent hours to schedule within**

Make-Up Tests:

- There is a \$25.00 charge for each make-up test administered in Student Services.
- Faculty or students are able to contact Student Services to see how the respective campus handles the payment of make-up test fee in advance of their scheduled test time:
 - **Windsor Campus**
Rm A2110 | 519-972-2727 ext. 4226
studentservices@stclaircollege.ca
 - **Windsor – Downtown Campus**
Rm R1011 | 519-972-2727 ext. 4348
downtownstudentservices@stclaircollege.ca
 - **Chatham Campus**
Rm 133 | 519-354-9714 ext. 3306
chathamstudentservices@stclaircollege.ca
- The Director of Student Services may waive the fee for make-up tests based on medical or compassionate grounds or for extenuating circumstances with sufficient documentation. Faculty can do this through e-mail to the Director of Student Services or the student may complete the form and attach adequate information (i.e. a note from a physician, in accordance with the Student Attendance Policy).
- The student will be required to present their receipt of payment to the Proctor upon writing the test. The Proctor will keep a copy of the receipt for Testing Services documentation.
- If you are unable to pay in advance of your test, your test will not be delayed in any way, however there will be a \$25 encumbrance applied to your student account – you must then apply payment to your account to remove the encumbrance.

Administration of Test:

- Each complete test submission received, both accommodated and standard make-up tests, will be entered as an appointment booking – accommodated tests occur at the same day/time as the class test.
- Once the complete submission is received and processed, the test will be organized by the day, alphabetically by student's last name.
- The Testing Instruction Form will be initialed by the Proctor that signed the student out of the test when collected.
- The front desk staff will file the tests in the appropriate file folder for faculty to pick-up, filed by faculty's last name. The Proctor may do this when available.
 - For accommodated tests, there may be multiple faculty listed on the form. If the form presents this way, please enter your name into the Special Instructions for filing purposes.
- Students must write tests at the campus where the class/course takes place. Only under extenuating circumstances may a student request to write a test at an alternate campus, with the approval of the Director of Student Services.

Please Note: It is not the responsibility of the Student Services staff or students to request faculty to bring the test to the Testing Lab. If the student arrives to write the test and it has not been received, the test may need to be rescheduled once the test and appropriate documentation has arrived. It is the responsibility of the student and faculty to determine a mutually agreeable day/time; once agreed upon, it is the responsibility of faculty to ensure the Testing Instruction Form and test contents are provided to Testing Services in the designated time period.