



Warren
County Community College

Instructional Support Center
Proctored Test
Deposit / Scheduling Form
908-835-2354
wccisc@warren.edu

Indicate Semester

- Fall Spring
 SU A SU B SU C SU D

Please **PRINT** All Information

Student: _____ / _____
DO NOT USE Nicknames Student ID #

Test Name: _____
(i.e., Chapter 6, Mid-Term, Final, or Quiz)

Instructor's Name: _____

Course Code: _____
(i.e. MAT 151)

Instructor's Phone: _____

Deposit Date: _____

Instructor's E-mail address: _____

First Date Student May Take Test: _____

Last Date Student May Take Test: _____

Test Return Preference: Email Instructor Pick-up

TESTING INSTRUCTIONS:

Accommodations: (MUST NOT DEVIATE FROM APPROVAL FORM!)

___ Scribe ___ None

___ Reader

___ Visually Impaired

___ Calculator

___ Environment Free from Distractions

___ Extended Time (indicate approved time below)

Supplemental materials allowed:

- Calculator Notecard Textbook Class notes

Other: _____

Student signature **waiving** accommodation(s) during testing

X _____

For Proctor Use:

Testing Date: _____ Start Time: _____
End Time: _____

Maximum Testing Time Given to

Students in Class: _____ hr _____ min



Student Receives Extended Time:

- No 50% 100%



Total Testing Time:

_____ hr _____ min

By signing this form, I confirm the following statements:

- **Accommodations Assurance Statement:** The *Accommodations* (if indicated) above are consistent with the approved Accommodations listed on the **Academic Accommodations Request Form** processed by the Disabilities Coordinator.
- I approve / agree with the information supplied on this form.

X _____
Instructor's Signature - Required

X _____
Student's Signature – If Accommodations are listed

Revisions to ISC Proctored Test Deposit Processes*

Proctored Test Deposit / Scheduling Form (REVISED 8/14/19) **MUST** be used.

- Old test deposit forms **WILL NOT BE ACCEPTED!**

Revised forms will be available via:

- ~ Email (sent as PDF to faculty)
- ~ In the ISC
- ~ On *MyWarren*
- ~ Academic Services
- ~ In each faculty office

Proctored Test Deposit / Scheduling Process for Instructors:

1. Complete Proctored Test Deposit Form in its entirety – One form for each test submitted.
2. Attach form to test and submit to ISC via in-person, After Hours Drop Box, or email.
3. Enter test information on Deposit Log – ISC staff will enter info ONLY if using drop box or email.
4. Notify student of test deposit.
5. Even if test is **NOT READY FOR DEPOSIT**, instructor **MUST** submit **Deposit /Scheduling Form** to ISC in order for students to schedule testing appointments.
6. Once test is completed, ISC will email instructor an ISC Proctor Report indicating that the test is ready for pick-up or will be scanned/emailed, as per request.

Scheduling Process:

- Students **WILL ONLY** be permitted to schedule testing appointments when their test has been deposited in the ISC **OR** if their instructor has submitted the completed **Proctored Test Deposit / Scheduling Form** (Form will be coded in the ISC as Test Pending when received) to ensure proper accommodations and testing times are arranged.
No Test or Deposit /Scheduling Form, No Appointment!
- Instructors will need to notify students when form/test has been submitted to the ISC and is ready for scheduling.

Test Return Process:

- The Proctored Test Deposit Form *will no longer be returned to professors* during test pick-up, but rather scanned to a file for our records, then shredded, as **documents containing student information should NEVER be thrown in the trash or a recycle bin!**

IMPORTANT Reminders:

- The ISC **does not** receive/collect **student accommodation forms**, *therefore* the ISC relies entirely on what is written on the Proctored Test Deposit / Scheduling Form. This information **MUST** be accurate! Any desired alterations **MUST** be discussed with Rebecca Mellinger. Please contact Rebecca Mellinger at (908) 835-2625 or via email rmellinger@warren.edu if you have any questions regarding a student's accommodations.
- Contact Rose Lynch if you have any questions regarding this process at lynchr@warren.edu.

Thank you for your anticipated cooperation! ☺

*ISC Proctored Test Processing Map is available via *MyWarren* for details, or meet with Rose Lynch in the ISC (Room 106)