Exam Drop-off and Pick-up: Proctoring Services for Faculty and Adjuncts

Step 1 – Dropping Off

Both testing centers proctor accommodations and on-campus makeup exams for NCC students. **There is a limit of no more than 4 students per-test-per-section for on-campus exams. There is no limit on the number of accommodation exams.** These exams can be paper or computer-based and each must be submitted to the testing center along with a proctoring form. Paper copies of the forms are available at the testing centers and they can also be found on the NCC Testing Center web page.

- Please ensure all information is correctly filled out on the proctoring form. This includes your email and phone number, which might be used if any unexpected questions come up during the proctoring process. Make sure to double-check that both sides of the pink make-up exam form are filled out before you drop off the exam.

- Note that our proctors will follow the specific instructions that are found on the proctoring form. Additional details can also be noted.

- Please specify whether you want us to hold the completed exam on file for pickup at the test center or scan and it email you. Remember that you will need to provide your photo ID for pickup.

- If a test has multiple parts (i.e. an online portion and paper portion), only one proctoring form is required.

- Make sure to write down an expiration date for the exam. After that date, the student will no longer be able to take it. In that case, we will email you next steps information.

- If you are dropping off the proctoring form, please also provide a copy of the exam. If you are emailing the form to the testing center, please remember to attach the test.

- Make sure to submit or drop off the test at least one hour before the student might arrive in order for proctors to ensure that all of the information is documented correctly.

- If a student arrives at the testing center without photo ID, proctors will not be able to proceed with the test until the student provides ID or can be vouched for in-person by their professor.

Step 2 – Picking Up

Once a student has finished the exam, we will place it on file in one of our testing drawers. At this point, the exam will be available for pickup, or it will be emailed to you.

<u>Hold for pickup exams:</u>

- Please present your photo ID to one of our proctors.

- Staff will date stamp the proctoring form and ask you to initial it. They will then give you the test and any scrap paper the student may have been allowed to use. The proctoring form will be kept and placed on file.
- If your surrogate will be picking up the completed exam for you, written permission containing your approval will be required.

<u>Scan & email exams:</u>

- Staff will scan the exam to a .pdf file, including any scrap paper the student may have been allowed to use, and email it to you from the **testingcenter@northampton.edu** email account. No in-person pickup is required. The exam will be sent to the email account you provide on the proctoring form.

- The original test and form will be kept on file until the end of the semester.

Completed or expired tests can be shredded upon request. Please don't hesitate to reach out to the Testing Center with any questions.

testingcenter@northampton.edu

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College Center, 3rd Floor Room 335
3835 Green Pond Road
Bethlehem PA 18020

Phone: 610.861.5329
Email: **testingcenter@northampton.edu**

Northampton Community College ESSA Bank & Trust Foundation Library
Keystone Building, 1st Floor
2411 Rt. 715
Tannersville, PA 18372

Phone: 570.369.1810
Email: **testingcenter@northampton.edu**