



ACADEMIC SKILLS CENTER

A-1138

815-280-2261

PROCTORED TEST (MAKE-UP TEST) PROCEDURES

Dear JJC Instructor,

Welcome back! The Academic Skills Center (ASC) recognizes that situations arise whereby you need to take advantage of our makeup test proctoring services. We are happy to assist you with this process and wish to take a few moments of your time to address our policies as well as highlight some departmental changes.

We have moved! Please notice that the ASC is now located in the new Campus Center in room A-1138. We are physically merging with iCampus to allow for one testing site on campus. While the ASC is already offering testing, iCampus will not move into the space until August 8 and will not resume services until August 22.

The makeup test submission process is now entirely online! Effective Monday, August 22, **paper submissions will no longer be accepted.** The ASC does not have a drop box for tests in the new Campus Center. Please do not slide tests under the door as there is a great deal of student traffic in all ASC areas and the test may be compromised. All tests interoffice mailed, hand-delivered, or slid under the door to the ASC will be returned immediately. Faculty who have difficulty submitting exams online are encouraged to call or visit the ASC with questions.

Benefits of this process include enhanced communication as instructors are notified via JJC email when tests are submitted, expired, and completed. Similarly, students are notified via email when tests are expired. By placing these documents online, the ASC can very easily search for exams by course, student name, or instructor name.

Steps to submit a makeup test to the ASC:

A completed Makeup Testing Form is required for each test. This form is available online through the myJJC Portal. To access this form,

1. Log into the myJJC Portal.
2. Move your cursor over "Faculty/Staff Resources."
3. Click on "Forms."
4. Under "Department: Academic Skills Center," select the "Makeup Testing Form."
5. If this is your first time, please take a moment to view the brief tutorial.

ASC Makeup Testing Policies

- **It is not the policy of the Academic Skills Center (ASC) to proctor tests for an entire class. Due to space and staffing constraints, this service was designed to assist each instructor with a few students each semester. Instructors who abuse this privilege may be denied this service.**
- The ASC is for make-up testing only. The ASC does not accept take-home tests, homework, or any type of hand-outs to be turned in.
- It is the instructor's responsibility to inform the student when the test will be available in the ASC as well as what materials are allowed and required.
- If an ASC staff member observes a student cheating on any quiz or test, all testing and unauthorized materials will be confiscated. The Dean of Students and the tester's instructor will be notified immediately. The student may be banned from testing in the ASC for a period of time following a cheating incident.
- If a special answer sheet or scantron is needed, please bring these items to the ASC. The ASC does provide pencils and scratch paper.
- The ASC will ensure that students have the appropriate amount of time to complete their testing. If an instructor indicates on the Makeup Testing Form that a student should have three hours to complete an exam, then the student will be permitted to begin the exam no later than three hours before the ASC closes.



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- Exams may be returned to the instructor or department secretary through interoffice mail or the instructor or department secretary may choose to pick them up; note the preferred method of return on the Makeup Testing Form. We will not mail tests to an instructor's home address. **Tests marked for pickup by the instructor will be returned through interoffice mail if not picked up within two weeks of completion by the student. All expired tests submitted online via the myJJC Portal will be deleted.** The instructor may resubmit these tests to the ASC.
- Please remind students that children are not permitted in the ASC.

Special Accommodations

A student may request earplugs to block out noise distractions. Students with documented disabilities have the ability to work with the [Student Accommodations and Resources \(StAR\) Department](#) to arrange for further accommodations including screen magnification, Braille, sign language interpreters to help with instructions, large print or audio books, scribes, and trac-balls. To contact the StAR Department, please call (815) 280-2230.

Student Steps to Take the Test (Faculty, feel free to copy and paste in your syllabus.)

1. Speak with your instructor about having your make-up test proctored at the Academic Skills Center.
2. Ask your instructor to submit the test and Makeup Testing Form (myJJC Portal) to the Academic Skills Center.
3. Speak with the Student Accommodations and Resources (StAR) Department if you need special accommodations.
4. Arrive at the testing center with one acceptable form of identification; **if you do not have appropriate identification, you will not be allowed to test. There are no exceptions to this rule!** No appointment is necessary.
5. Place your backpack, books, paperwork, food, drink, all electronic devices, and all other personal items in an ASC/iCampus locker; these are not allowed in the testing area. Earplugs are available upon request.
6. Complete your test(s). Testing must be completed in one sitting.