



Testing Center Procedures

The Manor College Testing Center has been established to allow students the opportunity to take a test in a quiet environment. The Testing Center is open to any student granted extra time to take a test and any student who has been permitted to take a test they missed during a regularly scheduled class time. The Testing Center is **NOT** a proctored exam. At the present moment, we do not have the staff to sit in the room with the students while taking an exam.

Procedures:

1. Complete the Testing Center Request Form
2. Send the completed Testing Center Request Form and the test to the Library at least 24 - 48 hours in advance of the test. If you are supplying any instructor resources for the student, they must also be supplied. The material can be hand delivered or emailed to TestingCenter@manor.edu
3. The test will be stored in a folder under the instructor's name;
4. Explain to the student the parameters of the test: time limit, materials allowed, due date; materials allowed in the room (scratch paper, calculator, etc.) The testing center cannot provide a 2-hour test at 3:30 pm, unless special arrangements have been made and confirmed with the Testing Center/library staff.
5. Tests must be **pre-scheduled** by professor or student by going to the [TESTING CENTER CALENDAR](#) link on the Manor [Library website](#). Students can pick their day/time and complete the form with their name and their email.

Without a confirmation email from the Testing Center, we may not be able to guarantee availability to administer a test if the room has been booked full, or if staff are not available to administer the exam. Every effort will be made to notify students if any changes prevent

the test center from being unavailable.

Please advise the student they can schedule to take the test during the following hours;

Monday, Tuesdays and Thursday from 1-3:30 pm.

Wednesdays from 10:00 am – 3:30 pm, and Friday from 10:00 am to 3:30 pm.

No more than 4 students will be allowed to take a test at any one time

6. The student must go to the library reference desk and advise the library staff that they are there to take a test

7. A library staff member will administer the test to the student and lead them to the Testing Center. (Room next to the Provost's Office)

8. Once the test is completed, the instructor can pick up the test in their designated folder. (in the left hand side of the credenza, clearly labeled "Testing Center Drawer.") Every professor that uses the testing center will have two folders, one for new tests, and one for those already completed.