



Testing Services for Instructors

<https://www.epcc.edu/Services/TestingServices/instructor-testing-services>

Services Provided:

- Make-up & retests for on-campus courses
- Testing for distance (online) education courses (**paper/pencil test format only**)
- Apperson scan forms for EPCC courses

Services NOT Provided:

- Testing for entire on-campus classes
- Copying tests (this service is available at ISC)
- Sending or receiving tests by fax or email
- Storing or handing out practice/take-home tests
- Collecting or returning student papers, journals, projects, and/or homework

Apperson Test Answer Forms:

A variety of answer forms for class testing are available at all campus testing centers. You may pick up a maximum of 150 forms per request day based on inventory. Use of our forms is **only for EPCC courses**.

Help us to conserve supplies. Request only what you need and return any unused forms to us at the end of the semester. **Do not use them for classes you may teach at UTEP, Park, or any other schools. They are to be used for EPCC classes only!**

To Leave an Exam at Test Centers:

1. Complete a *Test Administration Form* for each test you submit. **You must list the names of each student you want tested.** We will follow your instructions. The form is available on our website: https://www.epcc.edu/Services/TestingServices/Documents/Test_Administration_Directions.pdf
2. Please have students check the hours their campus test center is open for walk-in testing. Students must bring their current **EPCC student photo ID or valid govt. issued photo ID** and know their instructor's name, course number, test number/name and their student ID number in order to request a test.
3. Submit a sufficient number of copies of your test to accommodate all students you send to take a test. We cannot make copies if you run short.
4. Deposit and pick up your tests in person. We like to see you and welcome your visits! We are not responsible for the security of tests you request to be returned to you via campus mail distribution.

Please Note: If you need to be absent on your class test day, you should contact your instructional dean for a substitute to cover in your absence. **DO NOT send your entire on-campus class to take a regular course test at the test centers.**

Location of Test Scanners

VALLE VERDE

A-1721 Computer Lab (831-2459)
A-2320 Business Lab (831-2491)
AST-126 Computer Lab (831-2249)
B-120 Computer Lab (831-2718)
C-212 Testing Center (831-2657)

MISSION DEL PASO

A-101 Testing Center (831-7014)
C-120 Computer Lab (831-7049)
D-130 EMT Lab

NORTHWEST

M-68B Testing Center (831-8937)
A-166 Biology Prep Room
C-227 Biology Prep Room

RIO GRANDE

A-250 Tutoring Center (831-4136)
B-502 Computer Lab (831-4150)
D-204 Testing Center (831-4050)
H-217 Nursing Lab (831-4212)
J-718 CTE Faculty Offices

TRANSMOUNTAIN

1600 Library (831-5098)
1607 Testing Center (831-5093)

ASC

B-156 HSE Testing Center (831-7818)

- Report test scanner problems to your Campus Testing Center.
- Compliments, comments, or concerns regarding Instructor Testing Services, may be directed to one of the following:

⇒ Test Center Coordinator at your Campus


⇒ **Christy Garza, Director,
Testing Services, 915-831-2816**



EPCC Instructor Testing Services



(Any part of this information may be modified without notice in order to enhance the achievement of the District's educational goals.)

 The Best Place to Start! Where dreams can be achieved!	VV Campus Room C-212 831-2657/2306	MDP Campus* Room A-101 831-7014/7038 <i>Fridays Only: Instructor Tests will not be administered after 1:30 pm</i>	NW Campus* Room M-68B 831-8870/8912 <i>Fridays Only: Instructor Tests will not be administered after 1:30 pm</i>	RG Campus* Room D-204 831-4128/4050 <i>Fridays Only: Instructor Tests will not be administered after 1:30 pm</i>	TM Campus* Room 1607 831-5035/5093 <i>Fridays Only: Instructor Tests will not be administered after 1:30 pm</i>
	All Testing Centers are open Monday—Friday 8:00 am—5:00 pm Closed Saturday and Sunday *The following campus testing centers are open for Instructor Testing at specific times during the weekdays due to administration of Assessment/Placement Exams. Please contact the following campus test centers (MDP, NW, RG, & TM) for the current semester operational hours for Instructor Testing. - Testing Centers are closed on all institutional holidays -				



- No tests will be administered to anyone who arrives **30 minutes before** closing time and all tests issued, will be **collected 15 minutes before** published closing time.
- Only five (5) students from the same instructor/class will be permitted to test at one time. A student may take no more than three (3) tests in the same day to ensure that every student has an opportunity to test.

Reminders for Students

Please DO...

- Check the **hours the testing center is open** for you to take tests.
- Provide your **instructor's name**, the **course name/number** and **title/number** of the test you need.
- Bring your current **EPCC student ID card**.
 - Other valid photo ID's accepted are state, military, passport - all must be non-expired. **No ID - No Test!**
- Bring your calculators (if permitted by instructor).

Please DON'T...

- Bring friends or children with you when you come to the Testing Centers. There are no waiting areas and children may not be left unattended while a parent tests.
- Wait until the last day to test. If you do, you may have to wait for an open seat.
- Bring large book bags or personal items. You cannot take these items to your seat and there is limited storage space in or near rooms. Testing staff are not responsible for the security of any personal items left in the test center storage areas. Food and drinks are not permitted.
- Bring unauthorized test aids to the testing centers; if we see you using them, we are required to pick up your test and collect the unauthorized items. You will be dismissed from the testing center and a testing irregularity report will be provided to your instructor, who will take appropriate action.

All test rooms are monitored by electronic surveillance camera systems.