



Testing Services for Instructors

www.epcc.edu/services/testing-services

(Then click on "Instructor Testing" link)

Important reminders for Instructors who use Test Center services

<p>Services Provided: Make up & retests for on-campus courses Testing for distance education courses <i>(Paper/pencil test format only)</i> Apperson scan forms for EPCC courses</p> <p>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</p> <p>Apperson Scan 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.</p> <p>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, Webster, and other schools. They are to be used for EPCC classes only.</p> <p>To Leave a Test at Test Centers:</p> <ol style="list-style-type: none"> 1. Complete a "Test Administration Form" for each test you submit. The form is available on our website: www.epcc.edu/services/testing-services then click on "Instructor Testing". You must list the names of each student you want tested. We will follow your instructions. 2. Tell your students to check the hours their campus test center is open for walk in testing. Students must bring their current semester EPCC Student ID and know their instructor's name, the course number and test number 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 through campus distribution. 5. Submit new copies of your Internet course exams to the testing center each semester. <p>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 in the test centers.</p>	<p style="text-align: center;">Locations of Test Scanners</p> <p style="text-align: center;">Campus/Room Number</p> <hr/> <p style="text-align: center;">VALLE VERDE</p> <p>A-1721 Computer Lab A-2320 Business Lab B-120 Computer Lab C-212 Testing Center (831-2306) C-202 Technology Resource Center</p> <p style="text-align: center;">RIO GRANDE</p> <p>A-250 Tutoring Center B-502 Computer Lab D-204 Testing Center (831-4050) H-217 Nursing Lab</p> <p style="text-align: center;">TRANSMOUNTAIN</p> <p>1600 Library 1607 Testing Center (831-5093)</p> <p style="text-align: center;">NORTHWEST</p> <p>M-68B Testing Center (831-8937) C-229 Biology Lab</p> <p style="text-align: center;">MISSION DEL PASO</p> <p>A-101 Testing Center (831-7014) C-123 Computer Lab D-109 Nursing Lab</p> <p>*Report scanner problems to your Local Testing Center.</p> <p>Compliments, comments, or concerns regarding the Instructional Testing Services, may be directed to one of the following:</p> <p> Test Center Coordinator @ Your campus</p> <p> Barbara Hicks Instructional Testing Coordinator @ Valle Verde, 831-2306 <u>or</u></p> <p> Carlos Gonzalez Interim Director of College Readiness & Assessment @ VV, 831-2816</p>
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