



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4004 INSTRUCTIONAL TESTING CENTER

The Test Center offers a number of testing services to the College. It serves as a centralized testing area for instructional testing purposes. It also offers testing for the assessment of new, incoming students.

Guidelines for Instructor's Use of the Test Center

- 1.0 Instructors must complete the form called "Test Instructions" for each course for which they will use Test Center services. A new form will be necessary for each course for each semester if Test Center services are utilized. (Previously completed forms may be used for the same course provided the instructor initial and date the form at the beginning of each semester.)
- 2.0 Instructors should discuss any special procedures or requests with the Director of Career and Assessment or the regular Test Center staff.
- 3.0 Tests on file should be reviewed regularly to insure they are correct and up to date. Tests not used from one term to subsequent ones will be returned to the instructor unless special arrangements are made with Test Center staff.
- 4.0 Instructors are responsible for periodically checking with Test Center staff to see if students have taken the tests. The instructor must sign for any student answer sheets or tests they take from the Test Center.
- 5.0 Instructors must also sign if taking any active test from the Test Center whether it is for short-term check out or for withdrawing it temporarily or permanently. Active tests and/or grading keys must be returned to the Test Center as soon as possible.
- 6.0 "Authorization" cards are available for instructors who wish to use them for students to take tests. These cards are to be completed by the instructor and given to the student. The student will use the cards to show the Test Center staff that faculty authorization has been given to take a specific test. The card will be kept by the Test Center staff and attached to the answer sheet. If authorization cards are used, they must be used with all students in the course.
- 7.0 Some answer sheet forms will be available in the Test Center.
 - 7.1 National Computer Systems forms to be graded by machine.
 - 7.2 Plain paper
 - 7.3 Students may write on copies of tests if approved by the instructor.
- 8.0 Test Center staff will score only those tests that use NCS forms. All answer keys must be provided by the instructor on NCS forms.
- 9.0 Students will not be allowed to see completed tests after they have been turned in to Test Center staff. It is the instructor's responsibility to provide feedback to students concerning test results.
- 10.0 All tests must have the course number, course category, course name, instructor's name, and type of answer sheets needed written at the top of the page.

Revised: March 26, 2001