

Testing Center General Guidelines

Blackhawk Technical College

Library - Central Campus

Library and Testing Center Hours:

Mondays – Thursdays 7:30 a.m. – 9:00 p.m.

Fridays 7:30 a.m. – 4:00 p.m.

Saturdays 9:00 a.m. – 1:00 p.m.

608-757-7671

1. Students should take quizzes, tests, and exams in the classroom at the same time as the other students unless there are clear, extenuating circumstances that you approve.

2. If you approve a make-up exam for a student, please follow these procedures:
 - Please complete a Test Center Use Form for Instructors for each class that has students that need to take a make-up exam. If more than one student in the specified class is making up the exam, please provide a copy of the class roster highlighting the students the testing center will be serving or write the names on the Test Center Use Form. Make sure the parameters to be followed are provided (i.e. closed book, use of calculators, time allowed, how you would like the test returned to you).
 - Please provide a copy of the exam and/or answer sheets with the name of student taking the make-up exam written on the first page. Attach these documents to the Test Center Use Form for Instructors for the specified class. Deliver these documents to a staff member in the Library. Please do not use interoffice mail.
 - All tests are assumed closed-book, closed-notes unless other directions are provided. It is also assumed that students will complete the test in one sitting.
 - Computers are available in the Testing Center for online testing. The computers are secured so that only those students who are scheduled for an online test will have computer access during testing. Respondus LockDown Browser is installed on these computers for secure testing if needed on Blackboard.
 - Students will be asked to set an appointment for testing. Walk-in testing will be possible when space is available.
 - Students will present photo identification and fill out a Student Testing Registration Form. Library staff will time stamp the student's arrival and departure time on the exam and Student Testing Registration Form.
 - Students will be seated at a table in the Testing Center where they will be given the test and instructions. Library staff will attempt to ensure your parameters are followed. The Testing Center windows make students visible to Library Staff during testing; however, a staff member will not be present in the testing room during the test.
 - Book bags, backpacks, purses, etc. will be secured outside of the Testing Center during testing.
 - After completing the test, the student will return the exam to the Library staff.
 - The staff will email the instructor that the test is completed and available for the teacher to pick up at the circulation desk.
 - Make-up tests should be taken as soon as possible, preferably before the next class period. This reduces the risk of students cheating on tests.
 - If you suspect a student has used inappropriate testing procedures or has cheated on a test, it is your responsibility to confront the student, re-test, or proctor the test in person for future tests.
 - Take-home and cooperative testing are legitimate learning and assessment practices in some courses. You might find, however, that it is advisable to have a proctored exam during your course in order to verify that students are doing their own work.
 - Please be sure to pick up any untaken tests because they will be shredded at the end of each semester.