Alternative Testing Procedure
Claremont

Alternative Testing is a proctored way for students to make up quizzes or exams by signing up with their course instructor.

Alternative Testing is for

- Students who need to make up quizzes, tests, mid-terms or final exams
- Students with documented disabilities who require special testing accommodations
- Students who are doing independent work and need to schedule tests at certain times

The Procedure for Alternative Testing is as follows -

1. Students who meet one of the above criteria speak to their Instructor.

2. Instructor makes arrangements through the Student Success Center. (Tests can be taken based on availability of Student Success Center staff to proctor.)

   A. Instructor brings/e-mails the test* to the Student Success Center with

      1. Student’s name and about when he/she will take the test, Course name
      2. Specific instructions attached to or sent with the test e.g.: open book, no book or notes, time limit, not to be taken before or after a certain date, may or may not use calculator (Instructions sheets are available in Student Success Center, can be e-mailed to you, or can be found on Faculty/Staff Resources)
      3. Test will be kept secure until taken.

   *Special testing for documented disability students must be given personally to the Disabilities Coordinator with an advanced 48-hour notice.*

   B. Instructor starts or adds to Log Sheet (There is one log sheet per Instructor for each semester. Blank log sheets in the front of the Alternative Testing Notebook [upright on small bookcase behind Program Assistant’s desk].)

      1. First Alt Test – Instructor puts name on a blank sheet, fills in Semester
      2. Proctor will fill in whether student showed or not, date taken and start and end time.
      3. Sheet will go in alphabetical tabs until next time.

3. Completed test - Will be placed in Instructor’s mailbox, kept in Student Success Center until Instructor picks it up or handled as specified on the Instruction Sheet from A2 above.