

Test Information Form

The test information form is critical in the successful administration of academic exams.

When filling out your test information form, ALWAYS double check that all required information is filled out and that the information is correct.

Critical information often missed areas on the test information form include the following:

- First and last day of administration
- Time limit
- Contact information
- Testing materials and privileges

Without the information on the test information form, a student may not be able to test when testing services are available.

With your help, we can help our students “get there from here.”



For questions, comments, or concerns, please contact Zakia Johnson at zjohnson@howardcc.edu or 443-518-4079

Test Center Hours

Main Campus

Monday– 9:30 AM to 7:30 PM
Tuesday– 12:00 PM to 7:30 PM
Wednesday– 9:30 AM to 7:30 PM
Thursday– 9:30 AM to 7:30 PM
Friday– 9:30 AM to 2:30 PM

Laurel Campus

Thursdays at 10 AM– **by appointment only**

Howard
Community
College



*Quick Guide for
Laurel Faculty*

*Hints for the
Successful
Administration
of Academic
Exams*

Phone: 443-518-1280

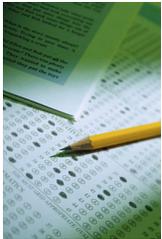
Fax: 443-518-4257

Email:

testcenter@howardcc.edu

Testing Services and the Laurel College Campus

Thank you for serving HCC students at the Laurel Campus. If you are new to teaching at Laurel or are used to teaching on Main Campus, this quick guide will help you utilize the testing services available on both campuses. **Please be aware that the procedure for testing services is different for each campus.**



The following are a few items you will want to remember:

- **Academic proctoring services at the Laurel College Center are only available on Thursdays at 10AM. Students must make an appointment. To schedule an appointment they can call 443-518-4162**
- **For test security issues, it is against HCC policy to have tests delivered by interoffice mail- Laurel professors are unable to send test through mailroom staff to be delivered to Main Campus**
- **Tests administered on Main Campus will be returned to the appropriate division and will not be sent to the Laurel Campus; scanning and emailing services are only available for one or two students testing. Please note we cannot offer this service for an entire paper based online course.**

Testing Services at Laurel

If you have HCC students that would like to test at the Laurel campus there is one important item to consider. **Proctoring services for HCC students are only available on Thursdays at 10AM and students MUST make appointments.**

If you would like to have a test proctored on the Laurel campus, please see the procedure below.

- Drop off your test and test information form to the main office (Room 205); main office staff will ensure that the test is given to the proctor. You will also pick up your test at the Main Office.

Please contact the Main Office at 443-518-4162 if you have any questions.

Testing Services on Main Campus

If you would like your HCC students to test at the Test Center on Main campus there are a few ways to get your test information to us. **As stated before Laurel professors cannot send their tests to Main Campus from Laurel as it is against college and Test Center policy.** Below you will find some suggestions on how to have your test administered on Main Campus

Single student needing proctoring services

Test Center staff are happy to print out ONE copy of your exam. Simply send an electronic version of the test, as well as a completed test information form. An electronic version of the test information form is available at our website— www.howardcc.edu/testcenter— click on the “Faculty Information” tab to access the form.

Multiple students needing proctoring services

Due to limited resources, the Test Center cannot print out more than one copy of an exam. Howev-

er, there are other ways to have your exams delivered to the Test Center.

- Drop off your test at Main Campus. We have a secure drop off outside of RCF339, so you are welcome to drop off your tests even if the Test Center is closed
- Contact your Division Office. They may be able to make additional copies of your exams and provided any needed materials like blue books or Scantrons. Make sure to email them a copy of your test information form, so they can deliver your tests and form together
- Contact the Print Shop (443) 518-4834— they can make the needed copies of your exam and ensure that they are delivered. Email the Test Center your test information form and let us know to expect the exams from the Print Shop
- Professors can also utilize Canvas for testing. Contact Megan Meyers at 443-518-3418 you would like more information about Canvas