Testing Center
Confluence – Room 216
Campus Box 500
P.O. Box 173363
Denver, CO 80217
Fax: 303-556-8027
Phone: 303-556-3810
Website: www.ccd.edu/testing

COMMUNITY COLLEGE OF DENVER

TEST REGISTRATION FORM

_____

Instructor's Last Name

Instructors Please Fill Out All Required Fields In Red. This Form Is For Non-Accommodated Students.

*LAST DAY TO TEST

MM	DD	YY

*Test/Exam # _____   ***Quiz#** _____

☐ 1st Attempt   ☐ Retake   ☐ Both   ☐ This is an online class

Dear Instructor,

Please be sure the following information can be found on your test/quiz:

- Your name
- Course prefix and number
- Exam or quiz and number

Received by: _____

Verified by: _____

*INSTRUCTOR NAME (LAST, FIRST)   **PHONE**   ***EMAIL**

*COURSE PREFIX/NUMBER   **COURSE NAME**   ***TIME LIMIT**

*Please check the appropriate box(es)	**YES**	**NO**	**Please list other DIRECTIONS or COMMENTS here:**
Student(s) may use **BOOKS**			
Student(s) may use **NOTES**			
Student(s) may use **CALCULATORS** ☐ _Basic_ ☐ _Scientific_ ☐ _Graphic_ ☐ _Other._ _____			
Student(s) may have **CALCULATOR** cover/insert			
Student(s) may use **EXTRA BLANK PAPER**			
Student(s) may **WRITE ON THE TEST**			
Student(s) may use **ELECTRONIC DEVICES** ☐ Personal _Laptop_ ☐ iPad/Tablet ☐ Internet Usage ☐ _Other._ _____			**THIS TEST CONTAINS:** _____# of Pages ____# of Questions

INT	Date	NAME (Student Please Print)	STUDENT SIGNATURE	DATE	TIME IN	TC IN

TEST REGISTRATION FORM

TESTING CENTER SERVICES

The Testing Center will proctor:
- Make-up test for individual students who missed taking the test in class
- Re-take tests for select individuals students
- Regular class test for online or hybrid courses
- Accommodated class tests for students with additional needs

CLASS TESTING PROCEDURES FOR INSTRUCTORS

Submitting Tests—The Testing Center accepts electronic class test submissions through the Testing Center D2L drop-box. To sign up for the D2L drop-box, please complete the steps: https://www.ccd.edu/administration/non-academic-departments/testing-center/important-testing-information/ccd-instructors. All test submission must include a completed Test Registration Form and the following information at the top of each student's test:

<div align="center">

Instructor's Last Name
Course Prefix
Test Number/Quiz Number/Midterm/Final
First Attempt/Re-Take/Both

</div>

To prevent inconsistencies, it is the instructor's responsibility to include necessary directions within the 'Comments' section of the Test Registration Form. This includes stating allowed materials not indicated on the form.

All submitted class tests will be processed and made available for students to schedule their appointments online within 1-2 business days. Please plan the submission of your exams accordingly. Students will need to schedule their testing appointments at least 24 hours in advance, before taking their test at our center. Failure to meet the submission requirements may result in the delay of the availability of the test. Please instruct your students to schedule their class testing appointments at least 24 hours in advance at: http://www.registerblast.com/ccd/exam and bring a photo ID.

NOTE: We are able to proctor tests only. We cannot collect homework or give out assignments.

Testing Irregularities: Testing Center irregularities, such as but not limited to incidents of suspected cheating, will be documented by Testing Center staff on an Incident Report. A copy of this report will be attached to your test along with any materials confiscated from the student. The student may be dismissed from the Testing Center. The report will be forwarded to the Office of Student Conduct. It will be up to you in collaboration with the other stakeholders to determine the appropriate consequences.

Off Campus Procedures for Online Students: Students who are unable to come to campus to test may find a proctor at a nearby college, university, high school, military facility, or other educational institution. This proctor must be verified through the Testing Center before any exam materials will be sent. Exam requests must be received at least 1 week prior to the exam date. For the full process and the Off Campus Exam Request Form go to: www.ccd.edu/testing and click on the Important Testing Information -→ Distance Learners-→ Class Testing Request