



The Testing Center: Toms River Main Campus, Library Building No. 3, Room 014

Proctoring Requests: **Kean@Ocean**

The Testing Center on the Toms River Main Campus proctors tests for individual Kean@Ocean students who

- require special accommodations in connection with 504 plans;
- receive your approval to take make-up tests in connection with student absences.
- **All Kean@Ocean tests will be returned via interoffice mail to the Kean@Ocean office in the Gateway Building, Room 103. We cannot send any completed to the Union campus, and at this time, we do not have the resources to scan results for return via email or fax.**

Please help us help you by making sure your students are aware of the following:

- **Photo ID is always required** to take any tests (license, school ID, passport); we make no exceptions.
- We administer tests according to your Proctor Request Form only; please do not ask your students to relay information to us.
- We will not administer tests to students if they do not have enough time to complete their tests prior to closing and in accordance with instructions with instructions provided on your Proctor Request Form. Center hours for are posted on our website.
<https://www.ocean.edu/content/public/study-on-campus/campus-life/testing-center.html>
- **A completed Proctor Request form needs to be provided with each test and for each student.** A copy of this form is attached. Additional copies are available at The Testing Center and at the Kean@Ocean office in the Gateway Building.
- Completed forms, together with your tests, may be mailed to us using inter-office mail, or you may drop them off at The Testing Center. **We cannot accept electronic (email/fax) submissions; the time and cost to print is prohibitive.**
- **For accommodation testing, a completed Testing Accommodation Scheduling Form provided by Kean's Office of Disability Services is also required.**
- Please be sure to provide a Test Completion Date and the Time Allowed for each test.
- **Please be sure to include your name, the course/section number and the term on all tests. We cannot be responsible for administering the wrong test if we cannot match your test to your student.**
- Appointments are required for all tests requiring the use of a computer and for students who need accommodations other than extended time (scribe, reader, distraction-free in accordance with students' 504 Plans).
 - **Accommodation testing requiring a private room should be scheduled at least one week in advance of the test completion date.** We may not be able to meet accommodation needs without this advance notice.
 - All other paper and pencil testing is available by appointment AND on a walk-in basis.
 - **Here is the URL for students to use to schedule their appointments: [go.ocean.edu/test](https://www.ocean.edu/test)**
- *Please Note: We do not proctor tests for full-class assessments, full- or partial-class retests or to cover scheduling conflicts. We return only completed tests with their attached materials; we cannot send other assignments with these tests.*

If you have any questions or if you need additional forms or information, please call the Testing Center at 732.255.0401 (ext. 401 for internal dialing) or call Lorie Trachtenberg, Director of Testing at 732.255.0400, Ext. 2442.



Proctor Request Form: SPRING 2018

For Testing Center Use Only
Date/Time Rec'd: _____
Received by: _____
Logged in by: _____
Filed by: _____

Instructors: Please complete this form, and attach a completed form to each test. Include a self-addressed, blue confidential envelope if you need us to return this test via interoffice mail. **Incomplete or illegible forms will be returned to you.**

Instructor Name:	Date Submitted to Testing:
Instructor Contact Info: Email Address _____ Phone _____	Course Code and Section: _____ - _____ - _____
Course Name:	Test Name/Number:
Student Name:	Test to be Completed no Later Than:

Type of Test:

Make-up Test (check one):

- Pre-test (before class test date)
- Student Absence (on/after class test date)

Accommodations (per 504 Plan)

Return Completed Test via:

- Interoffice mail: **Gateway Bldg, Room 103**
- Hold for pick-up
- Hand Carry to Professor

Special Instructions:

- May use textbook
- May use class notes
- May use computer (*appointment required*)
- May use calculator

Time allowed for test _____
(including extra time per student's 504 Plan; unlimited time is not allowed)

Other instructions: Please be specific.

This section is to be completed by the Testing Center Staff.

Test Taken Date: _____	Proctor's Initials Out to Student: _____	Instructor Pick-up: _____
Test Return Date: _____	Method of Return: _____	Proctor's Initials to Instructor: _____