

## Information for Instructors

**Testing Center Hours:**  
**Wednesday through Saturday, 8:30 AM to 4:30 PM,**  
**with extended hours on Thursday 8:30 AM to 6:45 PM.**

Examinees must arrive in time to complete testing by closing time and will not be allowed to start their exams with less than the allotted time for completion.

### Services Provided

- Testing for SJC courses - online, hybrid, and make-up exams only!
- Admissions Testing for SJC Programs
- Certification and Licensure Testing
- High School Equivalency testing (GED and HiSET)
- Proctoring Services for distance education classes
- Testing for College Credit

### Services NOT Provided

- Proctored exams for Entire Sections of SJC Courses (except online & hybrid)
- Scoring Services
- Copying Exams
- Correcting Errors on Exams

### Information Required From Instructors

- Complete a *Faculty Instructions for San Juan College Testing Center Proctored Exams* form.
- Provide copies of test (if paper/pencil exam)
- **Attach a roster of student names with ID numbers**
- Hand deliver paper/pencil tests to the Testing Center

Please share the Rules for Use of the SJC Testing Center with your students.

Postcards for students containing the Rules for Use of the SJC Testing Center as well as scheduling instructions are available by request.

**San Juan College Testing Center**  
Room 7120D Information Technology Center Building  
(505)566-3139  
[testingcenter@sanjuancollege.edu](mailto:testingcenter@sanjuancollege.edu)

# Instructions for Proctored Exams

Please complete ALL of the information below.

*Instructor Name	*Date
*Phone	*Email

*Course Title	*Course Number
*Test Name	*Type: <input type="checkbox"/> Test <input type="checkbox"/> Makeup <input type="checkbox"/> Final

*Student Name	*Student ID (Required)

Please attach a roster including Student ID numbers, if there are too many to fit above.

*Exam Dates:	
Start Date	End Date
<i>(Note Testing Center hours and restrictions on the next page/back)</i>	
* Limit of _____ minutes <i>ALL exams must have a time limit</i>	*Type of Test <input type="checkbox"/> Canvas <input type="checkbox"/> Respondus Lockdown Browser <input type="checkbox"/> Paper/Pencil <input type="checkbox"/> Other (Specify details) <input type="checkbox"/> Online (type of software)
Password for online exams:  <i>(Passwords are never shared with students – TC staff enters them into the appropriate field)</i>	

**\*Other Testing Instructions:**

<input type="checkbox"/> Textbook permitted	<input type="checkbox"/> Calculator OK, specify type if restricted <input type="checkbox"/> Scratch paper allowed <input type="checkbox"/> Special Accommodations Room <input type="checkbox"/> Scantron <input type="checkbox"/> Set Timer
<input type="checkbox"/> Testing Aids (i.e., formula sheet) - specify details  <input type="checkbox"/> Notes Permitted – specify details  <input type="checkbox"/> Other – specify details	

Instructors/San Juan College Employees need to deliver and pick up paper/pencil exams.

Picked up by		Date:
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We must receive this completed form prior to scheduling any students for your exams.