

Germanna Testing Services Faculty Guidelines

What Students Should Know...

1. Faculty should inform students that they MUST:
 - know their student ID number
 - bring a valid government-issued photo ID when they take a test
 - know their course name, course number, and the name of their instructor
 - know their MyGCC/Canvas login information (username and password)
 - know their My Math Lab, HESI/Evolve, ExamSoft, or other login information (username and password)
 - allow enough time to complete their tests before the Testing Center closes
 - be inside the Testing Center at least 1 hour and 15 minutes before it closes
 - check the Testing Services webpage for regular and special hours of operation and other testing information
2. Students may not use electronic devices (including cell phones, calculators, watches, eyeglasses, and fitness wristbands) that can access the internet.
3. Testing centers provide scantrons, scratch paper, pens, pencils, and calculators. **Students may not use personal items (calculators, pens, pencils, etc.) unless the instructor indicates it on the Test Coversheet.** *Unless previously indicated on the Test Coversheet by the instructor, scratch paper will be held until the end of the semester and then discarded.*
4. Students have one attempt to complete a paper-based test.
5. Proctors will contact the instructor if students experience computer, Canvas, or other technical issues. Students must contact their instructor if the proctor cannot resolve the problem.
6. Students cannot carry exams or Test Coversheets to or from Testing Services.
7. The testing centers are physically closed on Fridays. The Fredericksburg Testing Center is open on Saturdays.

What Instructors Should Know...

8. Exams will not be offered after the expiration date indicated on the Test Coversheet. Contact Testing Services via email, in person, or phone to change a test expiration date.
9. Testing Services does not accept homework or other assignments.
10. Testing Services reserves the right to deny proctoring requests if it cannot accommodate test requirements.
11. If, due to **inclement weather**, a professor needs the Testing Center to proctor a campus-based course for six (6) or more students, submit the Test Coversheet directly to the FAC Testing Center FACTesting@germanna.edu or the LGC Testing Center LGCTesting@germanna.edu. A supervisor will respond within 24 hours after the college reopens to let the instructor know if their testing request is approved or if changes are needed to accommodate it.
For **campus-based testing requests due to inclement weather**, please note:
 - Allow the testing center one to two (1-2) business days to process the Test Coversheet.
 - The exam should be open for at least five (5) business days if possible.
 - Students should be encouraged to test on different days.
12. If special testing accommodations are needed, contact the Testing Center Supervisor at your home campus or the Testing Services Manager (blevere@germanna.edu) **at least one week in advance** to allow for staffing adjustments.

When Submitting Test Requests...

The Test Coversheet is available on the [Testing Services Faculty Resources webpage](#). Please fill in all applicable information to aid test proctors in administering your test. Email a Test Coversheet to the FAC (FACTesting@germanna.edu) or LGC Testing Center (LGCTesting@germanna.edu) and indicate which campuses (FAC, LGC, and/or Stafford) the test is to be administered. Testing is limited at the Stafford Testing Center and is unavailable at the Daniel Technology Center.

13. For **paper-based tests**, faculty MUST:
 - Fill out and submit the latest version of the [Test Coversheet](#) for each test. (*Submit one coversheet for multiple students if it is the same test.*)
 - List students' names on page 2 of the Test Coversheet or submit a separate roster.
 - **Beginning in the 2025 Fall semester, the testing centers will no longer print emailed paper tests due to budget constraints. The instructor must deliver paper tests to the testing center. Please provide a copy of the test for each student.** (Each test should have your course name, course number, and instructor's name.)
 - Note within the *Additional Comments* section on the Test Coversheet if you want paper tests scanned and emailed.
14. For **Canvas tests**, faculty MUST:
 - Fill out and submit the latest version of the [Test Coversheet](#).
 - List students' names on page 2 of the Test Coversheet or submit a separate roster.
15. **Make-up testing:**
 - It is a service for students who require proctoring due to illnesses or emergencies on test day.
 - Due to limited resources and the volume of students using the Testing Centers **during finals**, we may be unable to accommodate all students in your campus-based classes. Exceptions include students with accommodations or emergencies.
 - Faculty MUST fill out and submit the latest version of the Test Coversheet.
 - Faculty MUST list students' names on page 2 of the Test Coversheet or submit a separate roster.
16. **Zoom proctoring:**
 - Zoom proctoring requests MUST be emailed separately to the Testing Services manager (blevere@germanna.edu). **Do not email the Testing Centers' email accounts.** Contact the manager for additional information.
 - Zoom proctoring is offered Monday to Thursday at 8:00 a.m. and 1:00 p.m. (4-hour limit per session) and Fridays at 7:30 a.m. (3.5-hour limit).
 - Students MUST attend a Proctor-Assisted Exam Setup session or have attended one within the last year before receiving remote proctoring services.
 - Faculty MUST complete and submit a Zoom Proctoring Request form.
17. Faculty SHOULD submit the [Test Coversheet](#), class roster, and test (all tests, including make-up) **at least 1 to 2 business days before the start date**.
18. If possible, faculty SHOULD **provide at least a one-week window** for their students to take a **Distance Learning/Hybrid test**. Encourage students not to wait until the last day to test.
19. Faculty SHOULD include contact information on their Test Coversheet in case problems occur with test administration. Faculty should indicate in Canvas if students can take the test twice only in cases of an emergency. Otherwise, staff may be unable to re-administer the test if there are technical issues.
20. Faculty SHOULD contact Tech Services in advance for internet software, special plugins, and/or configurations that must be used on Testing Services' computers to administer an exam.

When Picking Up Tests...

21. Faculty MUST show their GCC or unexpired government-issued photo ID when picking up tests.
22. Testing Services can scan completed paper tests and scratch paper directly to your email. Please note it on the Test Coversheet.
23. Completed paper tests can be sent via interoffice mail to the testing center of the faculty member's home campus. Note the request within the *Additional Comments* section on the Test Coversheet. *Testing Services is not responsible for courier delivery issues.*
24. **Faculty must pick up paper tests and scratch paper before final grades are due**, or the documents will be sent to your department's administrative assistant.