



The Betty Howard Center for Student Success (BHCSS) Testing Procedure

- ❖ In order to schedule multiple tests with various accommodations or make-up tests or group tests, the Betty Howard Center for Student Success (BHCSS) needs *at least* five (5) business days notice before the test date to prepare.

For example, schedule an appointment on:

MONDAY to take a test on the following **MONDAY**

TUESDAY to take a test on the following **TUESDAY**

WEDNESDAY to take a test on the following **WEDNESDAY**

THURSDAY to take a test on the following **THURSDAY**

FRIDAY to take a test on the following **FRIDAY**

- ❖ To schedule a test to be administered at the BHCSS, students and/or instructors can call the BHCSS Front Desk (301-891-4106).
- ❖ For make-up and accommodated tests, instructors and students must complete a ***Testing Authorization Form*** (see below) to guarantee a test will be administered and/or proctored by the BHCSS. For group tests, only the instructor is responsible for completing the form (please include a roster of the testing students' names).
- ❖ Each test must be delivered to the BHCSS in a sealed and signed (across the seal) envelope, with a completed ***Testing Authorization Form*** attached. **Without this form, the test will NOT be administered.**
- ❖ Testing hours are:
 - Mondays –Thursdays: 9:00 a.m. to 3:00 p.m.**
 - Fridays: 9:00 a.m. to 11:00 a.m.**
- ❖ All tests must be finished by testing hour end-times. (E.g., a two-hour test must be scheduled to begin prior to or at 1 p.m., to be finished by 3 p.m.)
- ❖ BHCSS staff will calculate the correct amount of time required for tests requiring additional time.
- ❖ When the test has been taken, BHCSS staff will follow the instructions for returning the test as found on the ***Testing Authorization Form***.
- ❖ During Midterm and Final Examinations, testing hours will be extended. Please look for notices to this effect.

Thank you for assisting us in implementing this process for testing at the BHCSS. Please contact Beulah Manuel (x4184) with any questions regarding scheduling, and Fitzroy Thomas (x4115) with testing questions specific to Disability Accommodations.