**Gore School of Business**

**AVIATION SIMULATION & TESTING CENTER**

**MAKE-UP EXAM PROCEDURES**

- The **professor** takes the exam directly to the Testing Center (basement of Gore) during operating hours. The **professor** will fill out the test taking-instructions on the outside of envelope, place the test in the envelope, seal it, and log in the exam. Tests may also be sent electronically to test proctors at: testingcenter@westminstercollege.edu
  
  **Note:** If tests are sent electronically, please include detailed instructions regarding the administration of the test (your contact information, course designation, time allowed, deadline date, and whether or not notes, books, or computers are allowed).

- The **Testing Center** holds the exam in a locked cabinet.

- The **student** calls Testing Center at **801-832-2672**, and schedules an exam time. The staff verifies that the exam is in the testing center and reminds the student bring a photo ID, and payment for the test ($5.00).

- The **Aviation Simulation & Testing Center** staff e-mails the professor informing him or her that the student’s test has been scheduled.
  
  **Note:** If the exam is not in the file, the **Testing Center staff** will indicate that in the e-mail to the professor and the **student** will also be advised to contact the professor and tell them that the test is not yet in the Testing Center.

- The **Testing Center** staff asks for a Photo ID and proof of payment when the student comes in to take the pre-scheduled test and confirms that the person taking the test is the test taker. The test proctor monitors the testing session.
  
  **Note about drop-ins:** We can usually administer tests to students who do not schedule ahead of time, but not always. Please advise your students to schedule their tests ahead of time to make sure we have their test and a testing station available for them.

  **Note about payment:** Students will pre-pay for tests at the Cashier’s Window in Bamberger Hall.

- After completion of the exam, the **Testing Center** staff places all testing materials back into the envelope, staples it, completes the make-up exam checklist, and e-mails the professor that the test is completed. The exam is kept in a locked cabinet until the **professor** picks it up and signs the log, indicating receipt. If the proctor notices anything unusual during the test or suspects cheating, the proctor will include details of their observations in the e-mail they send to the professor following the completion of the exam.

- If the exam deadline expires before the test is taken, the professor receives an e-mail stating that the exam deadline has passed and the professor is asked to pick up the expired test from the testing center or advise the testing center that the deadline has been extended. **At the end of each semester**, any tests still remaining in the Testing Center after the grade submission deadline will be destroyed unless a special request has been made by the professor.

  **Spring Operating Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>M</td>
<td>12:00 p.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Tu &amp; F</td>
<td>8:30 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>W &amp; Th</td>
<td>8:30 a.m. to 6:00 p.m.</td>
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<tr>
<td>Sa</td>
<td>9:30 a.m. to 3:00 p.m.</td>
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F:USR>Shared>Aviation>Simulation & Testing Center>Make Up Exams>Procedures

Revised 12/16/15