

## Testing Services Guide for Faculty

Thank you for using Testing Services! In order to improve testing services and accommodate testing needs, the Learning Center asks that you do the following:

- If you do not require a reader, scribe, or proctor, provide your student's test to the Learning Center at least two days prior to your student taking the test.
- If special accommodations are necessary, students must make an appointment in advance to ensure a proctor, reader, scribe, or private room is available.
- Complete the Testing Services Request Form.
  - Attach the request form to the test.
    - Additional items (e.g. formula sheet) must be listed and, if necessary, provided to the Learning Center when you submit both the request form and the test.
    - Testing forms are available in the Library/Learning Center and online at <http://www.edisonohio.edu/Testing-Services>

-Please deliver all Testing Service Request Forms and tests to a Learning Center staff member or send them through inter-office mail. You should address inter-office envelopes to Testing Services.

-Completed tests will be returned through inter-office mail by noon the day following completion of the test. Tests that students do not complete by the end of the semester will be shredded.

**If you need additional information, feel free to contact the Learning Center at [LearningCenter@edisonohio.edu](mailto:LearningCenter@edisonohio.edu) or call 937-778-7959. The Learning Center is located in the back of the Edison State library.**