Faculty Guide to Testing Services
Edison State Community College

Welcome to Testing Services, located in the Tutoring Center at Edison State Community College! Please follow these steps when using our services:

- Provide your student's test to the Tutoring Center at least two days prior to your student taking the test if no accommodations are needed.

- If 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.
    - Testing forms are available in the Tutoring Center and online at https://www.edisonohio.edu/Testing-Services/
    - Attach the Request Form to the test.
    - Additional items (e.g. calculator, formula sheet) must be listed and, if necessary, provided to the Tutoring Center when you submit both the Request Form and the test.

- Please deliver all Testing Services Request Forms and tests to a Tutoring 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, please contact the Tutoring Center at TutoringCenter@edisonohio.edu or call 937-778-7959. The Tutoring Center is located in the back of the Edison State Community College Library.