



Disability Services Test Proctoring Procedures (Main Campus)

The following is an outline of responsibilities for any student who will be testing in the Student Success Center's Testing Room as part of their accommodation plan for a "reduced-distraction environment" and the responsibilities of the instructors of these students. If you have questions please contact Coordinator of Disability Services, Lisa Jolliff, at 620-665-3554 or email: jolliff@hutchcc.edu.

Student Responsibilities:

1. The student must contact the Student Success Center to schedule an appointment for each test. (Call 620-665-3359 or e-mail disabilityservices@hutchcc.edu).
2. The student must notify his/her instructor of their testing appointment time and ask them to send their test to the Student Success Center.

No walk-in testing is permitted. Proctors are scheduled based on appointments made.

If the student's appointment is missed, the testing materials will be returned to the instructor. Instructor approval is required for rescheduling test.

Instructor Responsibilities:

1. It is the instructor's responsibility to discuss provisions for testing with the student.
2. Email test to disabilityservices@hutchcc.edu (preferred) or send through interoffice mail (in a blue envelope).
3. Along with the test, a completed Test Proctor Form, with instructions for the test, must be sent as well as any scantron or answer sheets to be used.

Please send tests as soon as possible once the student has told you he/she will be testing in the Student Success Center's Testing Room.

If the proctoring form/information does not accompany the test, the student will be allowed only the test and a pen or pencil.

Outreach Locations:

Students needing to use the Testing Room for accommodation purposes in McPherson should contact the McPherson Proctor at 620-245-0202 or email: mcpherson@hutchcc.edu. Proctor hours in McPherson are Mon. 5:30-8 pm, Thurs. 5:30-8 pm, Fri. 9-2 pm.)

Students needing to use the Testing Room for accommodation purposes in Newton should contact the Newton Proctor at 316-283-7000 or e-mail: newton@hutchcc.edu Proctor hours in Newton are: Mon. 4-8 pm, Wed. 9am-4pm, Thurs. 5-9 pm.)