



Rogue Community College

Testing Center Information for Instructors

The Redwood, Riverside and Table Rock Testing Centers provide services for:

Walk-in testing (no appointment necessary)

- RCC students taking **makeup tests** if they missed the class testing time
- RCC students taking **retakes** as assigned by their instructors
- RCC students enrolled in telecourses and some web classes

Appointment testing (must be made in advance)

- individuals who need to take computerized tests
- individuals who need private room accommodations
- proctoring services for other institutions and agencies
- general public

Important reminders for instructors:

Due to limited space, we do not test entire classes.

Photo ID is required for all testers! Please remind your students.

- Instructors or designated persons should personally deliver tests to the testing center prior to testing time (for security purposes and information exchange). *Please put course number and instructor name on tests!*
- Complete the most recent version of the testing form, carefully following the directions to instructors. <http://www.roguecc.edu/AcademicSkills/pdf/testform.pdf>
- *If any special accommodations (private room, calculator, colored tests etc) are needed, please note on the form! We do not receive copies of Disability Services letters.*
- Pick up the completed tests from the office staff person any time the center is open, or leave directions if there are other delivery requests. The testing center hours are e-mailed to *all of RCC* each term and are listed on the RCC Testing Center website. <http://www.roguecc.edu/AcademicSkills/Hours.asp>
- It is suggested that faculty using the testing services for the first time talk with the testing center staff in order to expedite an effective testing process.

Limited testing services may be available during campus breaks. Contact the testing center for more information.

Redwood Campus Wiseman Testing Center: 956-7340

Riverside Campus Testing Center: 245-7777

Table Rock Testing Center: 245-7820