

# Mines Testing Center

## *Frequently Asked Questions for Faculty*

### **What is the best way to deliver my exam to the Testing Center?**

This depends on your personal preference. There is a black mail slot located around the corner from Stratton 109 which exams can be placed in. They will slide into a locked safe and the Testing Center Coordinator will retrieve the exam.

If you would prefer to email the exam, please email to [testingcenter@mines.edu](mailto:testingcenter@mines.edu). This goes directly to the Testing Center Coordinator and will be printed and walked over to the Testing Center.

**\*\*Delivering your exam at least one business day prior is most optimal for the Testing Center. This allows us to be fully prepared for your exam. Please note that the Testing Center Coordinator's office is not located in Stratton and is a 7-minute walk. Please keep this in mind when emailing exams.**

### **What happens if I need to make a correction during the exam?**

You can email the MTC proctors at [minestestingcenter@gmail.com](mailto:minestestingcenter@gmail.com) or call 303.384.2532 and they will notify your students in the Testing Center ASAP.

### **Why are there two testing center email addresses?**

[Testingcenter@mines.edu](mailto:Testingcenter@mines.edu) is used primarily to receive exams. The only individuals who receive this email are the Testing Center Coordinator and designated backup professionals in case of Coordinator absence (such as the Associate Director for Disability Services).

[minestestingcenter@gmail.com](mailto:minestestingcenter@gmail.com) is the account we use for our student proctors. They are able to send emails to professors during the exam through this email, and they also receive exam corrections from professors through this account. If you have a change to your during the exam time, you can reach the proctors this way.

**\*\*Since this account is used by student workers, please to not send exams to it and instead send them to the @mines.edu account.**

### **I have a student who is not accommodated that needs to take a make-up exam, can they test with the Testing Center?**

We would be happy to try to assist you with this! Please submit a request via the Testing Center webpage. We will do our best to get your exam on the schedule, contingent upon space and proctor availability.

### **What if I have a last minute request? (Less than 7 days' notice).**

The MTC currently operates on an "as needed" basis and is therefore not staffed every day. With less than 7 days' notice, we will do our best to assist you, but please know that we may not have space or proctor availability. The best way to ensure your exam will be confirmed is to submit with at least 7 days' notice.

### **What if one of my students has a question during the exam?**

If you allow students in your class to ask questions during the exam, accommodated students in the Testing Center must also be given that same opportunity. On the exam request form, we ask for a cell phone number that you can be reached at during the exam. If the proctor cannot reach you they will leave a voicemail, and try another method of communication, if available (email, text). Their calls are generally from their personal cell phones, so if you see a number you do not recognize during your exam time, it could very well be from the proctor. If you'd prefer the proctor to email or text first, please state this in the "Additional information" box on the exam request.

### **How will I receive the exam after completion?**

The proctor administering your exam will place all exams in a sealed and official Mines Testing Center envelope and walk it over to the delivery location you specified on your exam request form. If you elected to have the exams dropped off at your office, the proctor will make sure that the name on the door matches the professor for the exam.