

Mines Testing Center Procedures

for Faculty

Step 1: You receive a Letter of Accommodation for students in your course that states that they have a testing accommodation. That student should notify you that they would like to utilize the testing center for your exams and quizzes.

Step 2: Submit a request to the Testing Center via the online form:
<http://casa.mines.edu/testingcenter-faculty>

Step 3: Once submitted, you will receive an auto-confirmation email. If you do not receive this confirmation right away, your request may not have been submitted properly. Please resubmit your request and/or direct any questions to Jackie Stone, MTC Coordinator, jstone1@mines.edu.

***Note:** to make sure your form has submitted properly, after you have clicked “submit”, scroll to the top of the page. If there are any errors on the page that need to be fixed, you will be notified there.

Step 4: You will receive a confirmation from the Testing Center Coordinator within 48 business hours with all the information needed to provide to your students.

Step 5: Contact your students (if there is more than one student, use BCC field to protect their privacy) and inform them of the date, time, and location of their exam with the Testing Center.

Step 6: Provide all exam materials to the Testing Center at least 1 business day prior to the exam (if exam is on Monday, please provide materials by Friday). You can:

- Drop off your exam in the dropbox slot outside of Stratton 109 (which will slide into a locked safe) **OR**
- Email to the Testing Center at testingcenter@mines.edu **OR**
- Drop off to the Coordinator’s office in Wellness 205

Step 7: Your completed exams will be delivered to the location you specified on your request form, or the backup location listed.