

LEARNING COMMONS / ACADEMIC MAKE-UP EXAM FACULTY FAQ

- 1) What types of classes can use the Testing Center to proctor exams?
 - a. Makeup exam testing is for individual students enrolled in courses that fully meet on campus (Modality = meet)
 - b. Tests that need [SAS accommodations](#) regardless of modality.
- 2) What does AEF stand for?
 - a. Administration of Exam Form. The AEF form is required for both make-up and SAS exams.
- 3) What is the purpose of the AEF form?
 - a. This form communicates to the testing staff how you would like the exam proctored.
Note: The Testing Center staff is expected to follow all faculty instructions described on the form.
- 4) Where can I find the AEF form?
 - a. The form can be found at the link below:
 - i. <https://www.tri-c.edu/testing-center/documents/current-aef.pdf>
- 5) What information on the **AEF** form do faculty members need to fill out?
 - a. Please complete the form in its entirety, this will ensure there are no problems on the day of the exam and that your contact information is available if needed.
- 6) What should I do with the AEF form after it has been completed?
 - a. Faculty can send the completed form and tests via email, inter-office mail, or drop off in-person to any Testing Center location(s) where they would like their tests to be available for students.
- 7) How will all exams be returned to me after the deadline is reached?
 - a. The exams can be sent via inter-office mail or you can pick them up in person. Please specify your preference on the AEF form.
- 8) When does the AEF and tests need to be submitted?
 - a. You can submit them as early as you would like but we ask that you submit them at least two business days before the students arrive for the test.
- 9) Do students need an appointment?
 - a. Appointments are preferred to ensure that we have the test, there is a seat available, and they have the available time to take it, but we will not turn students away if we are able to serve their needs at the time.
- 10) What do students need when they arrive for my test at the Testing Center?
 - a. Students will need to bring their photo ID and any approved materials to be used for your exam to the Testing Center. Students can be directed to the below link if they have any questions:
<https://www.tri-c.edu/testing-center/planning-for-your-testing-visit.html>
- 11) Who can I contact if I have questions?
 - a. You can find contact information for all the Testing Centers here:
<https://www.tri-c.edu/testing-center/tri-c-course-exam-testing.html>