

# Timpanogos High School Testing Center

Testing Center Coordinator: Annette Louder

Phone Extension: 704

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Room: 704

Hours: Monday 11:00 p.m. - 12:10 p.m.

Tuesday 2:30 p.m. - 4:00 p.m.

Thursday 2:30 p.m. - 4:00 p.m.

## Purpose

The Testing Center provides support for both teachers and students. It offers students the opportunity for a quiet environment in which to take tests and quizzes they missed in class or need to retake.

Exams may be taken during the hours of operation listed above. The Testing Center allows teachers to use valuable class time and SET for instruction, rather than administering make-up tests.

## Testing Center Procedures

Students may take tests on a first-come, first-served basis, during the hours of operation.

- Students **must** present their **current school ID** in order to receive their test or quiz.
- Upon entering the Testing Center, students must place their books and bags in the space provided. Please leave all outerwear in lockers or in the space provided.
- Students should be prepared for tests. Studying should take place before entering the Testing Center.
- Electronic devices should be turned off and should remain in pockets and/or backpacks while in the testing center.
- Students are responsible for bringing the necessary resources, such as a pencil, calculator and paper or any other materials necessary for their test as authorized by their teacher.
- The test, a writing utensil, and approved scratch paper are allowed on the desk. Everything else should be put away in the designated areas of the testing center.
- Food, drink, and music are not permitted in the testing center.
- No partial tests will be given. Students cannot take a portion of a test and then return later to finish. Once a student begins the test, it must be finished before leaving.
- Completed tests will be handed in to the testing center coordinator. The testing center coordinator will then distribute the completed tests back to the teacher.