

SIGNING UP FOR AN EXAM WITH THE TESTING CENTER

COGNITO FORM INSTRUCTIONS

- Go to <https://www.sunydutchess.edu/testing>
- Click “Schedule your appointment”
- The sign up form is one page, enter all information with a *, indicating it’s required.

DUTCHESS
COMMUNITY COLLEGE

DCC Testing Center Appointment Form

Welcome to the DCC Test Appointment Form, please fill out the entries below to help us better proctor your exam. If you have any question you can write us at "dcpctor@sunydutchess.edu" or call (845)431-8090

Name *

First Last

Email * **Phone ***

Your email Primary Number

Please use your sunydutchess email.

DO YOU RECEIVE TESTING ACCOMMODATIONS?
Please acknowledge the text below before checking this off.

You must meet with the Office of Accommodative Services to be granted approved testing accommodations prior to scheduling your exam. If you haven't yet worked with them, please call them at (845) 431-8055. You cannot use accommodations on your exam without first seeing OAS and providing your instructor an accommodative letter. This process can take up to two weeks.

Type of Testing? *

Class Exam
 Make-Up Exam
 Non-DCC Testing
 Placement
 Proficiency
 Other

Please select the type of exam you will need proctoring.

- First and Last Name is required.
- Please enter your sunydutchess email and mobile number.

- If you receive approved accommodations you can check this box off, but please acknowledge the text below before checking. If your accommodations are not correctly in place before you test, you will **not** receive them during your exam.

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- Once you check this box, a drop down of approved accommodations will appear. Please check off all accommodations you will need for THIS particular exam. Student's don't always require the same accommodations for each class, so be mindful of what you need.
- If you have an accommodation that is not listed, check off the box labeled "Not Listed" and leave a note in the comments at the bottom of the form.

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Accommodations *

- Extended Time
- Double Time
- Calculator
- Computer Use
- Dragon Talk-to-Text
- Enlarged Print
- Private Room
- Screen Reader
- Scribe
- Not Listed - Please leave a note in the comments below.

Please only select accommodations you have access to and will need on THIS exam.

- We proctor different types of exams in the testing center. Choose:
 - Class test: if you are taking an exam for your class with accommodations
 - Make-up Exam: if you need to take a class exam you missed
 - Non-DCC Testing: if you are taking a course with another college but need your exam proctored at DCC
 - Placement: if you need to take any of our placement exams
 - You can write which placement you need to take in the **Class*** field below
 - WritePlacer (English)
 - Lumen (Math)
 - Versant (English as a second language)
 - Biology
 - Spanish
 - Proficiency: if you want to prove your proficiency in a certain subject. You will need to speak with the department that pertains to your course of interest. They will coordinate with the testing center.
 - Other: if the testing you require is not listed.

Type of Testing? *

Class Exam
 Make-Up Exam
 Non-DCC Testing
 Placement
 Proficiency
 Other

Please select the type of exam you will need proctoring.

- Under class, please list the course ID. As shown in the example below, if you're taking statistics, please enter "MAT 118"
- If you have an instructor, please keep it checked on yes. For placement exams, you can choose NO.
- If you choose YES, please enter your instructor's first and last name. On the line below, you will also enter the faculty's **sunydutchess** email. This is important for us to require, so we can inform faculty of your appointment.

- If you choose NO, you do not have to enter faculty information.

Class *

Ex. MAT 118

Please list the class for the exam you need to take. Example if it is for statistics you would enter MAT 118

Do you have an instructor?

Yes No

If your examination is not for a particular class, check no. (Placement)

Your Instructors Name

First

Last

If you do not have an instructor for your examination, leave these fields blank.

Instructor's Email *

Your instructor's sunydutchess email

Check your class syllabus!

- The testing hours are listed below. Please pay attention to them while you are choosing your time and date. You cannot pick a time that is sooner than 48 from the current time.
- You can leave any additional comments that you may need.
 - Acknowledge the rules of testing and check off that you understand.
- If you choose a time or date that is not acceptable, you will receive one of the notices below. Example: If you choose 6pm on a Monday or you choose a weekend, you will receive one of the error messages.

Time you will arrive *

6:00 pm



We are not open at the time slot you've chosen on that particular day. Please pick a new time or date.

Date of Exam *

8/17/2019



Testing is not available on weekends, or holidays. Please pick another date.

Please schedule at least two full days in advanced from today

TESTING CENTER HOURS:

Monday, Thursday and Friday
9am - 5pm

(Last test starts at 3:00pm)

Tuesday & Wednesday
9am - 7:30pm

(Last test starts at 6:00pm)

Time you will arrive

9:00 am



Date of Exam *

48 hrs in adv.



Please schedule at least two full days in advanced from today

Comments about your exam

Tell us something about you or your exam

Leave a special note about your exam or list additional accommodations you are approved for that were not listed above.

Rules of Testing:

When taking exams in the Testing Center, proctors are present to fulfill the instructions of your professor. All negotiations and personal conversations are between the student and the instructor. If there are special instructions for your exam, please make sure your instructor lists these directions on your exam's test submission form. If you have any additional questions prior to your examination, call Academic Services and Testing - (845) 431-8090

Rules of Testing *

I understand the rules of the Testing Center and I will follow the instructions for my exam without dishonesty

Submit

- Click submit once you've filled out all necessary information.
- You will receive a confirmation that your appointment has been set. You will also have the option to click and save a PDF with all of your information.

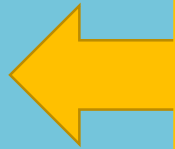


DCC Testing Center Appointment Form

Click the PDF below to save your appointment details!

Thank you for filling out the form. Your response has been recorded. If you have any questions about your appointment, contact the Testing Center by writing us an email @ "dccproctor@sunydutchess.edu"

 DCC Testing Center Appointment Form - 2



**CLICK HERE TO OPEN YOUR
PDF DETAILS**

- You can save your details by downloading it to your computer, taking a snapshot on your phone or writing it down. If you enter your faculty's email correctly, faculty and the testing center will get confirmation of your appointment.