TO:    CLA Department Chairs  
FROM:  Holly Reynolds, Associate Dean  
DATE:  1/27/2017  
SUBJECT: CLA Centralized Testing Center for Spring 2017  

The Dean’s office will coordinate a CLA Centralized Testing Center for the Spring 2017 semester that can easily accommodate 10 students at a time during the “normal” weeks of the semester, with more capacity during mid-term and finals weeks. Students must be formally registered with the Office of Student Disabilities, and have the approved accommodations of alternative testing environment and/or extended time for exams. The Center will begin offering testing slots on Monday, February 8 and will offer services from 8am-6pm Monday through Friday in Leavell Hall.

Testing Center Procedure

1) The faculty member completes the General Information and Exam Information sections of the testing form that is posted on the CLA website faculty page (Liberal Arts Centralized Testing Center form). The form is emailed to latesting@olemiss.edu at least five business days prior to the test if not earlier. There is more pressure to use the center, so it is better to “book” the spot for the student early. We also created a form to use if you have many students to submit for an exam.

2) The faculty member will receive a response from our testing coordinator, Mary Ann Walsh, to confirm that we can accommodate the request.

3) If the testing center can accommodate the request, then:
   • the testing coordinator will email instructions to the student;
   • the test must be delivered to Ventress Hall at least 24 hours prior to the exam time.
     o Option 1. A hard copy is delivered to 2nd floor of Ventress Hall in a large envelope (9X12) with the student’s name, ID, and course number on the envelope as well as a copy of the test form stapled to it;
     o Option 2. Upload to our electronic folder on the UM Box.
       ▪ Faculty who submit a testing form will be invited to our secure Centralized Testing Center Box folder.
       ▪ Faculty must still upload the exam at least 24 hours before the exam is to be given. The title of the document should be clear – course, section, instructor. Then, the exam itself must have the course, section, and instructor’s name at the top of the document in order to eliminate confusion.
       ▪ After uploading the exam, it would be helpful if the comment box is used to indicate if multiple students are taking the exam so our staff can make the appropriate number of copies.
       ▪ Exams on the Box will be deleted after the time of the test.

4) The completed exams are retrieved from Ventress second floor receptionist as early as the day after the exam is given.

The Testing Center Coordinator, Mary Ann Walsh, can be contacted by phone (915-7178) but email latesting@olemiss.edu is preferable. If she is not available and there is a time sensitive concern, please dial 915-1514 and talk with Lele Gillespie.