

## Information for Online and Hybrid Faculty

The CCM Testing Center can provide test proctoring services for CCM's online and hybrid courses. In order to use the service, faculty need to be aware of the following:

- A completed "On-Line Testing Form" needs to be on file with the CCM Testing Center. A blank Online Testing form is attached to this email.
- A new form needs to be completed if testing information has changed from previous semesters. If you are not sure if your information is up to date or if you have made changes since your last submission, PLEASE complete a new form. We do not mind receiving the same information twice!
- **Please be aware we have recently updated our forms. Please utilize the updated form if you are able. A new item is expected date range for your exam. Please include this information. We want to make sure that we have an adequate number of proctors on hand to ensure test taking security and monitoring. Thank you!**

**When possible, the Testing Center needs to have the form at least two weeks prior to students having access to exams (2 weeks before exam is administered).**

- A blank Online Testing form is attached to this e-mail and also available through the Center for Teaching Excellence website at <http://www.ccm.edu/cte/Forms.aspx>
- Completed forms can be forwarded to the CCM Testing Center via email at [onlinetesting@ccm.edu](mailto:onlinetesting@ccm.edu); in person; or through interoffice mail at LRC 101.
- The CCM Testing Center is prepared to handle exams with time limits up to **120 minutes**.
- If problems occur with an exam, the CCM Testing Center staff will contact faculty using the phone contact information provided by the faculty member.

**Students need to be aware of the following information:**

- Testing appointments are to be made through the online scheduling system.
- The following link will take students directly to the online scheduling system:
  - <https://booknow.appointment-plus.com/nj8ntsq/>
- Seating is limited so students should schedule early if specific days and times are important to them.
- **Questions? Feel free to contact us at 973-328-5166 or email us at [onlinetesting@ccm.edu](mailto:onlinetesting@ccm.edu) .**
- Students can also use the following link for more information:  
<http://www.ccm.edu/admissions/placementTesting/cal/onlinetesting.aspx>