San Jacinto College North Campus
Testing & Assessment Center
Make Up and Special Accommodation Testing

Make-up testing services are offered at San Jacinto College North Testing & Assessment Center to assist the student and instructor with additional exam time due to instructors’ and examinees’ difficulties with traditional contact time (for example absence during the test or special accommodations). The North Campus Testing & Assessment Center Team is here to help with these needs, but ask that the following procedures be followed.

The Make-up Test Schedule is listed below.
- Thursdays 3p.m. – 8p.m. (Students not admitted into the lab after 7p.m.)
- Fridays 8:15a.m. – Noon (Students not admitted into the lab after 11a.m.)

Other services offered during this time include SJCN Distraction-Free Testing, SJCN Special Accommodations, SJC Distance Learning and Correspondence testing for other institutions.

In the case of persons in need of special accommodations that need to test for either regular schedule tests or makeup test, the Testing Center is available during the posted times and on an as needed basis. The appropriate party – instructor, students, or Disability Services, should provide notice before the testing day by contacting the Testing Center either in person, by telephone, or through email.

Please advise the student to adjust their check-in time to allow ample time to arrive inside the Welcome Center Building just before 7:00 p.m. and to complete the test because students will have to stop work on the test at the closing time of 8:00 p.m. It is important to note that all entrances to the Welcome Center are automatically locked by computer at 7:00 p.m. on Monday – Thursday evenings; and that in most cases, there is no one close enough to a door to hear a student knocking to get in.

The instructor must prepare the Test Instruction Sheet and deliver the testing packet to the North Campus Testing & Assessment Center, Welcome Center, 2nd Floor. We prefer the test(s) be dropped off by the Instructor; however, if you are unable to get by the Test Center when open, test(s) may be slid under the door of 2nd Floor Welcome Center, Room N6-210. The lab remains locked when not in use and only the Testing & Assessment Center Staff have keys.

Please package the Make Up Test as follows:

1. Provide test document and instructions for the student on the test instruction form attached in the email.
2. Use an Inter-campus or braded envelope that is large enough for each course exam.
   - Mark outside of envelope or inter-campus envelope as follows: Instructor’s Name: Department: (example MATH) Course: (example Math 0305)
3. Fill out Make Up Test Instruction Sheet completely.
   - Student’s name should be listed on the Make Up Test Instruction Sheet and marked on each test.
   - Please DO NOT write the student’s name on the outside of the envelope due to privacy issues.
   - Write special instruction for the test administration on the Make Up Test Instruction Sheet that is attached to this email.
   - Indicate your delivery preference on the bottom of the form. You may pick up the test at the Testing Center or you may indicate on the Makeup Test Instruction Sheet that you want the completed tests sent to you through campus mail. Be sure to indicate your department name, campus, and/or room number if you want the tests returned to you through campus mail.