



TESTING CENTER REQUEST

Overview

Note that on this form, all fields marked with an asterisk (*) are required fields. They must be complete before iStar will allow you to submit your request. Include the name of the test and the instructor on every document you attach. The section numbers you use must be accurate. A full roster should only be sent for online and hybrid sections. Full-class testing is not available for face-to-face courses.

Remind students that photo identification is required at the Testing Centers and that appointments may also be required.

Do not attach the answer sheet to the test.

Navigation

myLoneStar > Faculty Homepage > Testing Center Request Tile

Or

NavBar > Navigator > LSCS Custom > Testing Center Requests > Request Form

Procedure

- Request Form Page, Add a New Value Tab**
 - Look up or enter the **Term** in the Term field.
 - Enter the name of the test you are giving.
 - Click the **Add** button.

Request Form

Find an Existing Value Add a New Value

Term:

Name of test you are giving:

Add

- Instructor Info Section**
The **Name, Email, Department, Office Location, and Phone Number** will auto-populate.

Instructor Info:

Name *Office Location

*Email *Phone Number

*Department *Backup Phone

- Course Info Section**
 - Click the correct course mode radio button.
 - Enter or search for your **Home Campus**.
 - Click in the **Name of the test you are giving** field.
 - Enter the test name from Step 1.

Course Info:

☐ Online ☐ Hybrid ☐ Classroom (for make-ups or special accommodations only)

*Home Campus

*Name of test you are giving

- Exam Acknowledgements Section**
Click the checkbox to select the correct acknowledgment(s).

Exam Acknowledgements

☐ I confirm that this is only the 1st or 2nd exam for this semester, and I understand that two exams per class is the maximum that can be proctored in the Testing Centers.

☐ I confirm that I have an exception by the selected campus below to submit more than 2 exams for this semester.

☐ I confirm that this is a make-up exam for limited online/hybrid students which does not count against the 2 max exams for the semester.



TESTING CENTER REQUEST

4.	Test to be administered to Section <ul style="list-style-type: none"> Click in the Section field Enter all sections applicable to the test To look up the section, click the magnifying glass and choose from the list If the test will be available for individual students, click the Individual Student checkbox 	
5.	Individual Student Section <ul style="list-style-type: none"> Enter the student's ID number in the Student ID field Add an additional student by clicking the plus button 	
6.	Exam to be completed on Section <ul style="list-style-type: none"> Select the options outlining how the exam is to be completed Click the Generate Random Word button for iStar to generate a test password in the Proctor's Password field 	
7.	Dates Student May Take Test Section <ul style="list-style-type: none"> Enter Start Date and End Date Enter Start Time and End Time <p>Note: Avoid Saturday end dates. Testing hours are shorter.</p>	
8.	Time Allowed for Test Section <ul style="list-style-type: none"> If you do not want to limit the time allowed for the test, click the No radio button If you want to limit the time allowed for the test, click the Yes radio button Enter Hours and Minutes <p>Note: If a student with special testing accommodations requires extra time, the instructor must calculate the additional time. Testing staff will not adjust the time listed on the testing request form.</p>	
9.	Test Pickup/Delivery Instructions Section Click the radio button next to the appropriate pickup instructions.	



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10.	<p>Materials Allowed Section</p> <p>If you wish to allow the student access to materials during the test, choose all that apply in this section. If you leave this section blank, the student will not be allowed any materials.</p>	<p>Materials Allowed</p> <p>ATTENTION: If NO materials are checked from the list below, then the student will NOT BE ALLOWED ANY MATERIAL during the test. If you wish to allow materials during testing, you must choose the appropriate checkbox. EBooks and Respondus LDB can not be used at the same time.</p> <div> <input type="checkbox"/> Scratch Paper <input type="checkbox"/> Notes <div>Limit to 40 characters</div> </div> <div> <input type="checkbox"/> Dictionary <input type="checkbox"/> EBooks <div>Specify Other: <input type="text"/></div> </div> <div> <input type="checkbox"/> Books <div>Calculator: <input type="text"/></div> <div>Specify Other: <input type="text"/></div> </div> <div> <input type="checkbox"/> Worksheets <div>Specify Other: <input type="text"/></div> </div>																						
11.	<p>Special Instructions/Special Needs Section</p> <p>In this section, specify any additional notes or instructions. Note: Indicate in this section if the student requires a re-formatted exam as a special accommodation. The testing center will know to alert Assistive Technology/Disability Services.</p>	<p>Special Instructions/Special Needs</p> <p>Do not attach answer sheets</p> <div><input type="text"/></div>																						
12.	<p>Attach an individual Test Document Section</p> <p>Include the name of the test and the instructor on every document you attach.</p> <ul style="list-style-type: none"> Click the Add Attachment 1 button to add the first attachment Follow the instructions to find and attach the document Click the Add Attachment 2 button to add the second attachment Click the Add Attachment 3 button to add the third attachment 	<p>Attach an individual Test Document</p> <p>File size limit is 5 MB Only these types please: doc, docx, pdf, rtf, xls, xlsx</p> <p>Limit filename length to 64 characters</p> <p>Do not attach answer sheet to test!</p> <div> <input type="button" value="Add Attachment 1"/> <input type="button" value="Add Attachment 2"/> <input type="button" value="Add Attachment 3"/> </div>																						
13.	<p>Below Are Assessment Center (s) to Offer Your Test Section</p> <p>By default, iStar selects all testing centers. To de-select, click the Select Campus checkbox.</p>	<p>Below Are Assessment Center(s) to Offer Your Test</p> <table border="1"> <thead> <tr> <th>Select Campus</th> <th>Description</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Atascocita</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Conroe Center</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Creelside Center</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-CyFair</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Cypress Center</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-East Aldine Center</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Houston North Fairbanks</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Houston North Fallbrook</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Houston North Greenspoint</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>LSC-Houston North Victoria</td></tr> </tbody> </table>	Select Campus	Description	<input checked="" type="checkbox"/>	LSC-Atascocita	<input checked="" type="checkbox"/>	LSC-Conroe Center	<input checked="" type="checkbox"/>	LSC-Creelside Center	<input checked="" type="checkbox"/>	LSC-CyFair	<input checked="" type="checkbox"/>	LSC-Cypress Center	<input checked="" type="checkbox"/>	LSC-East Aldine Center	<input checked="" type="checkbox"/>	LSC-Houston North Fairbanks	<input checked="" type="checkbox"/>	LSC-Houston North Fallbrook	<input checked="" type="checkbox"/>	LSC-Houston North Greenspoint	<input checked="" type="checkbox"/>	LSC-Houston North Victoria
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14.	<ul style="list-style-type: none"> Read the notes at the bottom of the form Click the Submit Form button 	<p>Submitting this form does NOT secure a testing spot for your students. Please instruct students to the Testing Centers website for appointment details: https://www.lonestar.edu/testing-centers.htm</p> <p>Please click the submit button only once.</p> <p>The submit process might take a few moments.</p> <div><input type="button" value="Submit Form"/></div>																						
15.	<p>Once you submit the form, iStar will display a summary page, and you will receive a confirmation email.</p>	<p>iStar Campus Solutions</p> <p>Favorites ▾ Main Menu ▾ LSCS Custom ▾ Testing Center Requests ▾ Request Form</p> <p>The form has been submitted</p> <p>You should be receiving an email shortly with the following information. If you need to submit another form, use the link in the menu on the left.</p>																						