Testing Guidelines for Faculty: Jamestown & Cattaraugus Campuses

To ensure the best experience for our students and staff at The Learning Commons, please adhere to the following guidelines.

Use of Test Request Form

- All test requests must be submitted by using the test request forms. If you have students testing on both campuses, please fill out both (so tests are routed to the intended location).
    - Jamestown test request form
    - Cattaraugus test request form
- You must fill in all required fields or you will not see an option to submit. Required fields are marked with a red asterisk.
- To complete each test request, **your email address must first be verified**. To verify:
    - Go to the inbox of your email that you entered at the end of the form.
    - Open the email from Adobe Sign. The subject line should read, "Please confirm your signature on Makeup Test Form".
    - Click the "Confirm my email address" link that is located in the body of the email.

        If you miss this step, we will not receive your test request, as it will be on hold until verification is complete.

General Guidelines

- All tests must be received at least **3 business days** before the student is to take the exam. This provides staff enough time to process the exam while ensuring that students are not waiting on tests to arrive at The Learning Commons.
- All tests are printed in black and white. If you need a color copy, please provide it to the Learning Commons staff.
- All tests must be received in the following formats: pdf, Microsoft Word docs. Please do not send links to exams.

Please note: Tests will not be processed without a test request form.

If you have questions, need assistance with any portion of this process, or have special circumstances, please call:

- Jamestown: Learning Commons, ext. 1008
- Cattaraugus: Chriss Bouch, ext. 7539