CLASSROOM MAKE-UP TESTING

HOW TO SUBMIT EXAMS ONLINE VIA THE EMPLOYEE PORTAL

**STEP 1**
Go to **inside.cod.edu** and login with your username and password.

**STEP 2**
From the Menu, select Team Sites then click on Testing Center.

**STEP 3**
Select **Upload a Make-Up Test** to begin the process.

**STEP 4**
Fill out the form completely entering all the required information including student names and any special instructions. 

*Don’t forget to attach the test!*

**STEP 5**
When finished, click Save. You should receive a confirmation email.
For your convenience, Testing Center hours, announcements and reference materials are available on the main page of the Testing Center Team Site.

For more information, go to www.cod.edu/testing.

- One form per test; however, you may have up to three students listed on each form.
- On each attached test, include course name, test number and instructor name.
- All required fields must be filled out to submit the form. Include other information as needed.
- Tests will be printed on demand. A copy of your instruction sheet will be placed in your folder for staff reference. Tests will be deleted by the Academic Testing Supervisor upon completion.
- Tests returned via inter-office mail could take up to three days to receive. The Testing Center is not responsible for exams that are lost in the mail.

If you have any questions or need assistance, contact...

Lori Patnaude, Academic Testing Desk Supervisor
630-942-2849
patnaude@cod.edu

Sherry Machacek, Academic Testing Coordinator
630-942-3725
machacek@cod.edu