

# Test/Exam Guidelines

Test/Exam Guidelines pertain to all paper pencil or computerized testing and quizzes given at the college.

## **Campus Proctored Testing/Classroom Proctoring:**

1. Students are reminded to be aware of the academic integrity policy prior to the start of a test/quiz.
2. No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.
3. All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
4. No personal electronic devices may be used. Calculators will be provided.
5. Pencils will be supplied for testing; no personal pens or pencils will be allowed.
6. Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.
7. All hats must be removed before beginning the examination and left in the personal belongings area.
8. Faculty may choose to provide arranged seating assignments.
9. Faculty may decline to answer any questions asked during an examination.
10. An alternate test/quiz may be given to students making up a missed test/quiz.
11. If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

## **Testing Using Computers:**

1. When using computerized tests, students are to sign out and walk away from the computer. No other websites are to be opened during the test time. When the test is complete and everyone returns to the room, computers are to be turned off, closed and stored, if from the computer cart. If the computer is personal property, students are to immediately log out of and close CANVAS.

If at any time the faculty-proctor feels the integrity of the test has been compromised, the faculty may end the test.

## **Semi -Private Room Testing:**

Students requiring extra testing time or semi-private room testing are to notify the Academic Support Services Director/ADA Coordinator, at the start of each semester to make arrangements for semi-private room testing. Students with a documented learning disability who require extra time for exams, or a quieter setting than the classroom allows, are granted semi-private room testing. Referral for semi-private room testing may also be obtained from Continuum EAP or another professional counselor. Students who must have the exam read to them are granted private room testing. All other students requesting semi-private room testing must meet with the Academic Support Services Director/ADA Coordinator to discuss their request, after which a decision will be made regarding the requested accommodation/s. Decisions to allow semi-private room testing are made on a case-by-case basis. If accommodations such as wearing ear plugs or sitting facing a wall are sufficient, students will be encouraged to use these techniques while taking the exam in a classroom. If test anxiety is the reason the student requests semi-private room testing, a referral will be made to Counseling Services for assistance which might include biofeedback to help the student focus when taking exams.

## **Testing Center:**

- All the classroom testing guidelines will be adhered to.
- Use of the testing center will be arranged by the Academic Support Services Director/ADA Coordinator.
- Prior to admittance students must check in by showing a valid picture ID.
- Testing center proctors will turn away anyone without a picture ID.

## **Off Campus Proctored Testing:**

1. On campus students taking online courses are expected to use the testing center. The testing center is available for fully online students wishing to use this option. Student must fill out form, Student Application for Distance Proctor.
2. Proctor request forms must be received at the College at least 2 weeks in advance of the first proctored event.
3. A single proctor is to be arranged for the entire semester whenever possible.
4. Proctors must not be related to the student or be the student's direct supervisor.

5. Proctors must fit one of the following descriptions:
  - a. Clergy
  - b. Elementary, Middle or High School teachers
  - c. College faculty
  - d. Military Education Officer or Officer of rank higher than student
  - e. Supervisor from a different department or more than one level above student
  - f. Faculty may request exceptions to the above from their Dean/Coordinator/Chair
6. Any payment due proctors will be the student's responsibility. Payment must not be construed by the student or the proctor to be anything other than a contract to pay for the proctor's time. No exceptions to proctoring policies are to be expected based on payment. The proctor is at all times serving the College's interest.
7. The proctor's responsibilities are to complete or enforce the following:
  - Check the ID of the student using a driver's license or other photo ID
  - No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.
  - All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
  - No personal electronic devices may be used. Calculators will be provided.
  - Pencils will be supplied for testing; no personal pens or pencils will be allowed.
  - Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.
  - All hats must be removed before beginning the examination and left in the personal belongings area.
  - Faculty may choose to provide arranged seating assignments.
  - Faculty may decline to answer any questions asked during an examination.
  - If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

**Computer Based Tests:**

If the test is online, the proctor will receive by email or US Mail the password to use to access the test on CANVAS, the learning management system the College uses for online content. The student is responsible for locating the test and opening the page that requires the password. The proctor will enter the password without sharing it with the student.