

## Testing Center Procedures for Online / Interactive Testing

Instructors should contact Testing Center Coordinator Tom Shepard (479-7624) prior to creating a syllabus which requires that students test in the Testing Center. This will ensure that the test can be supported in the Testing Center.

- Information to provide your students:
  - Testing Center hours: \*
    - 8:00 AM – 8:00 PM Monday through Thursday
    - 8:00 AM – 4:30 PM Friday
    - 8:00 AM – 12:00 PM Saturday (no Saturday hours in June and July or during the week of Spring Break)
    - \*Subject to change during breaks between sessions
  - Students must show a current and valid picture ID
  - Students must start their exam based on your minimum allowable time
  - Each printed page should include a header (student's name, class section, and date)
  - Only one copy of a student's paper should be printed in the Testing Center
- Exams may be either paper / pencil or done on computer.
- Instructions for the students, along with any lined paper or other materials needed, should be delivered to the Testing Center in 9 x 12 individual envelopes (our file cabinet can not accommodate anything larger) with labels that include:
  - Student's name
  - Class description and section (Eng 151-601, Eng 152-602, etc.)
  - Instructor's name
  - Exam description (Diagnostic Essay, Mid-Term, or Final)
  - Dates allowable for testing (see example)

Doe, John Eng 095-501 Professor Smith Diagnostic Essay September 3-13, 2005
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- A sheet with proctoring instructions should also be attached to each envelope, stating what materials are allowed and the minimum time necessary to complete the exam (so that we can ascertain whether there is enough time left before closing to enable proctoring of the exam)
- Envelopes will be held in the Testing Center for each individual instructor to pick up unless alternate arrangements are made in advance

Thank you for working with us.