

Test Proctoring Request Exam Intake Form

Faculty Information

Instructor Name: _____ Office Location: _____

Office Phone: _____ Instructor Cell (optional) _____

Instructor Email: _____

Proctoring Information

Course Name and Section: _____

Test Name: _____ Time Limit: _____

Test Window Start Date: _____ End Date: _____

Student Names and their Banner IDs: (All students will be required to present a valid photo ID.) Include a course roster if needed.

_____ Make-up Exam Online course Exam**Allowed Testing Materials:** No Extra Materials Textbook Notes Note Card(s) Conversion Sheet Four-Function Calc Calculator (any) Graphing Calc Scratch Paper Other (please specify): _____Student may write on the test: Yes No Not Applicable (if online)**How will the student record their answers?** Online Test Paper Test Scantron Blue Book Notebook Paper Other (specify): _____

Password (online test): _____

Additional Instructions: _____
_____**Test Return:**

- I would like a copy of the completed exam emailed to me.
- Please send the hardcopy via interoffice mail.
- Instructor will pick up.
- No return necessary.

ASC Staff Only

Received by: _____

Date: _____

Revised 3-20-23

ASC Test Proctoring Services

Gordon Kelley Academic Success Center • Vines 202 • asc@uafs.edu • 479.788.7675

Make-Up Testing:

A make-up exam is an exam that has already been administered by the instructor in which the student has missed or that the student cannot take at the regular time due to extenuating circumstances.

ASC Testing Policies:

- Full and synchronous online UAFS course exams can be administered for the current semester ONLY. Our preferred testing window is no longer than a two-week period.
- The ASC staff will verify the student's identification at the time of the exam and monitor test takers as closely as their other duties allow. Staff will not give a student an exam without first verifying their identity.
- Students who are taking exams may not use cell phones, smart watches, calculators, or materials that are not approved in advance.
- The ASC staff will notify faculty of any anomalies observed relating to the exam so that course instructors can take appropriate action.
- It is the responsibility of the instructor to inform his/her students of materials needed for all course tests.
- Only faculty are authorized to make changes or corrections to their course tests. Changes or corrections cannot be made by ASC personnel.
- Although every effort will be made to accommodate faculty requests for testing dates and times, because of increased demand for services, exact testing dates and times may vary slightly due to available testing hours and limitations of space and staff.

Faculty Guidelines:

- Please complete the ASC Test Proctoring Request Exam Intake Form and submit to asc@uafs.edu or through interoffice mail to VB202. This helps ASC staff proctor efficiently within the parameters set for the entire class.
- Multiple intake forms may be received at once if faculty is planning multiple tests. The ASC is not able to schedule the proctoring of Final Exams for courses at this time.
- The testing time limit should not extend beyond the length of the full class period i.e. 50 minutes, 75 minutes, etc.
- The ASC does not have the capacity to proctor exams on weekends or after 5pm on weekdays.
- The ASC will review the intake form to determine if we have the appropriate proctor availability for test administration. Send test materials at least 72-hours (3 working days) prior to the desired test administration date in order for staff to properly process the information. If the ASC will not be available to proctor exams during the allotted testing window, the ASC will contact you.
- Hard copy exams and intake forms may be delivered in-person or sent through interoffice mail to the ASC.
- The ASC will return completed hardcopy tests according to the preference noted on the intake form.
- Before returning hardcopies via interoffice mail, the ASC will scan a copy of each completed test to keep on file until two weeks after finals to avoid the possibility of tests being lost.
- Contact the SDS Director at ada@uafs.edu to request an SDS Test Intake Form. The SDS office is located in Vines 128. She will coordinate testing for all students with SDS accommodations.

Student Guidelines:

- Students must schedule an appointment no later than 12 hours before testing by emailing asc@uafs.edu or calling 479-788-7675.
- If a student misses their scheduled testing appointment, they must contact their professor for a potential extension and reschedule with the ASC.
- A photo ID is required when arriving at scheduled testing time.