

# ASC Test Proctoring Services

Gordon Kelley Academic Success Center • Vines 202 • [asc@uafs.edu](mailto: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 a photo ID.
- 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](mailto: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. ADA test intake forms are to be directed to Dana Andreassen, Coordinator of Disability Services ([ADA@uafs.edu](mailto:ADA@uafs.edu)). The ADA office is located in Vines 128. She will coordinate testing for these students.
- The ASC will review intake form to determine proctor availability for test administration. Once you receive confirmation, be sure to forward the test materials in ample time to ensure that tests are received by the ASC at least 72-hours (3 working days) prior to the desired test administration date in order for staff to properly process the information.
- Hard copy exams and intake forms may be delivered 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.

## **Student Guidelines:**

- Students must schedule an appointment no later than 24 hours before testing.
- Email [asc@uafs.edu](mailto:asc@uafs.edu) to make an appointment or schedule in Navigate.
- If a student misses their scheduled testing appointment, they must contact their professor for a potential extension and reschedule with the ASC.
- Photo ID is required when arriving at scheduled testing time.

## 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: \_\_\_\_\_