

# Testing Services Policies & Procedures:

## *Submitting a Test*

- Submit an information sheet before tests arrive to Testing Services.
  - There are two ways to submit an information sheet.
    - Follow the link on our website
      - <http://www.oit.edu/academics/ssc/testing-services>
    - Find the link on Web for Faculty under the Faculty/Staff tab
      - <https://my.oit.edu/ITS/Pages/SSC-TestInformationSheet.aspx>
- Make sure to have **accurate information** on the information sheet.
  - For *student selection*:
    - *Specific Student(s)*: include names of only certain students who will be taking the test
    - *Any Student May Complete*: allows test to be available to any student in the class; often used when many students of a class will take the test over the course of a day or a few days
    - *Entire Class Will Complete, Proctored in Testing Services*: the entire class will take the test **at the same time** in Testing Services
    - *Entire Class Will Complete, Proctored in Classroom*: a proctor will sit-in while the class takes the test in the classroom
      - Let us know in advance when an in-class proctor is needed.
      - Make sure to include the class room number in the notes section of the information sheet.
  - For *# of Exams/Quizzes*, let us know the **number of students** taking the test.
  - When providing start and end dates for the test, please note the *end date and time* indicates the latest we can **administer the test**, not when the student needs to be done with the test.
  - We have knowledge of the accommodations students receive. Please provide the **base time** on the information sheet. We will add the extra time for the students with accommodations.
    - Otherwise, we won't know if the time provided on the information sheet already includes extra time, and students could get more or less time than required.
    - If it is a student's first time taking a test at the Testing Center, make sure they notify us that they have accommodations.
- **Make sure tests arrive to Testing Services before the tests open for students to take.**
- Make sure students know when Testing Services closes, so they arrive with enough time to complete their tests. If it is time for Testing Services to close, the student's time is up.
- Make sure students know the complete list of *Testing Services Policies and Procedures* (included at the end of this document). Some of the highlights are:
  - **Photo ID** with completely visible name and picture is required
  - **No** cell phones, PDAs, IPODs, unapproved calculators, headphones, or other **electronic devices** allowed
  - **No smart watches or fit bits** allowed
  - **No breaks** allowed unless specifically mentioned by the instructor or through approved accommodations
  - **No cheating/academic dishonesty**; camera surveillance is used

# Testing Services Policies & Procedures

Use of Testing Services (TS) proctor services implies agreement and consent to ALL Testing Services testing rules and procedures as written below and as explained by Testing Services (TS) staff.

- **Photo ID required with completely visible name and picture.** (You must be able to be identified)
- **No cell phones, PDAs, IPODs, unapproved calculators, headphones, or other electronic devices allowed.**
- **No smart watches or fit bits (Anything w/ internet, sound, or photographic capabilities).**
- **No devices w/ audio or audio recording capabilities.**
- **No flash or thumb drives (unless checked and verified by an instructor/staff).**
- **No hats, coats, scarves, water bottles, or any other extraneous items allowed without TS staff inspection and approval. Test takers will be asked to empty their pockets before testing.**
  - If you leave anything outside of the lockers, it is your responsibility. (TS advises you to lock everything up).
- **TS Staff will check calculators, trade scantron sheets, and provide scratch paper.** (if applicable)
- **If the test is a computer-based test, testers are not allowed to navigate away from designated programs or websites.**
- **Students are in charge of keeping up with their own time. If they exceed their time limit, a proctor will collect their test unless specified by their instructor.**
- **No exceptions to the test instructions as provided by professor.**
- **No breaks allowed.**
  - Breaks are not allowed during testing in Testing Services unless specifically mentioned by the instructor or through approved accommodations.
- **We are not responsible for any lost or stolen items. Please put your belongings in a lock box.**
- **No cheating/academic dishonesty – You are under camera surveillance.**
  - **The TS Staff will report any suspicious student activity or blatant disregard of rules, instructions, or procedures. BE AWARE – TS office staff will be monitoring your testing through the testing area window, by surveillance camera, and by walking through the testing area.** Staff may ask to see your testing materials or otherwise request that you cooperate with their monitoring duties. **IF YOU CHEAT** and/or fail to comply with TS testing instructions, policies, or procedures: You may not be allowed to complete the exam regardless of time remaining; TS will report and follow through with TS procedures as well as appropriate sanctions as outlined in the OIT Policy on Academic Dishonesty. Following any breach of conduct or TS policies/procedures, your instructor, the Director of the Student Success Center, and the OIT Dean of Students will be notified for further action. **Your right to use testing services may be suspended or permanently revoked.**
- **No children are allowed. Testing Services are not responsible for watching your children.**
- **TS is charged with maintaining a secure testing environment - all possible contingencies cannot be listed; constituents must acknowledge the right and responsibility of TS to monitor and maintain a secure and appropriate environment by whatever means deemed necessary.**