

## Test Proctoring Services (Effective January 2010)

### Background

These guidelines and procedures for on-line testing and test proctoring were developed due to the increasing numbers of distance learning classes and students in the UH System. The guidelines and procedures ensure distance learning students throughout the UH system are provided professional test proctoring services for University of Hawai'i courses on all major islands in the State. (references: Executive Policy E5.204, VPPP Johnsrud memorandum of April 17, 2006, and VPPP Sathre memoranda of January 2, 2002 and January 29, 2002)

### Guidelines

Instructors are expected to know and adhere to these distance learning testing and test proctoring guidelines:

1. Tests for on-line courses should be administered on-line.
2. It is the responsibility of the distance learning instructor to inform his/her students of materials needed for all course tests.
3. Only distance learning faculty are authorized to make changes or corrections to their course tests. Changes or corrections cannot and will not be made by testing center personnel.
4. Although every effort will be made to accommodate faculty requests for testing dates and times, because of increased demand for services at individual University of Hawai'i testing sites, exact testing dates and times may vary slightly due to the testing site's normal business hours and limitations of space and staff.

### Procedures

1. All Distance learning instructors who require proctoring services for the students in their distance courses must complete the University of Hawai'i Distance Learning Test Proctoring Request Form and mail, email or fax the form to each applicable test site. Tests received without this form will not be administered and will be returned to the faculty member. Note that the Test Proctoring form asks faculty to:
  - a. provide each test site with a list of students (and their Banner IDs) who will be taking the test at that test site. It is also requested that the faculty attach a list of all students in the class and their Banner IDs, in case students decide to change test sites. Each student taking a test will be required to show a current photo ID.
  - b. determine the range of acceptable testing dates. Tests will NOT be administered before or after the specified dates unless you provide the testing site with written permission via fax or email. It is the student's responsibility to contact the faculty member for permission to take a test outside the testing dates.
  - c. provide each test center with an adequate number of paper copies of the test (for distance learning classes taught in modalities other than on-line, i.e., interactive video, or in the event that tests cannot be administered on-line). In these cases, the number of paper copies of the test should include a couple of additional copies for the situations where students may decide to change test sites, Each of the test copies must include the course title/number, the faculty member's name and originating campus.
  - d. advise testing center personnel what items students are allowed to use during testing, e.g., calculators, rulers, etc. Testing centers will NOT provide materials/supplies beyond the basics of pens/pencils and scratch paper.
2. Forward the completed Test Proctoring Request forms with the appropriate number of copies of the test to each applicable site where students will report for testing. Be sure to forward the test materials in ample time to ensure that tests are received by the testing site at least five (5) working days prior to the desired test administration date; at the discretion of the testing site coordinator, tests received four days or less before the first testing date may not be administered.
3. Faculty should advise students to review testing center information found at: <http://www.hawaii.edu/dl/testcenters> and to contact the testing center before the test date. Testing centers have varying procedures and testing hours. Some test centers require appointments.

**UNIVERSITY OF HAWAI'I DISTANCE LEARNING TEST PROCTORING REQUEST FORM**

**Directions: Please fill in and check of/the appropriate information below:**

Faculty member: \_\_\_\_\_  
 Office Phone#: \_\_\_\_\_ Cell phone or other emergency phone number: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ E-mail address: \_\_\_\_\_@hawaii.edu

**Home (originating) college of course:**

- |                                      |  |  |                                      |                                       |
|--------------------------------------|--|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Hawai'i CC  | <input type="checkbox"/> Kapi'olani CC | <input type="checkbox"/> Leeward CC      | <input type="checkbox"/> Windward CC | <input type="checkbox"/> UH Manoa     |
| <input type="checkbox"/> Honolulu CC | <input type="checkbox"/> Kaula'i CC    | <input type="checkbox"/> UH Maui College | <input type="checkbox"/> UH Hilo     | <input type="checkbox"/> UH West Oahu |

**Course alpha and #**

CRN (if multiple crn's for the same course, please note all on separate attachment): \_\_\_\_\_

Title of test: \_\_\_\_\_

Date(s) and time(s) on which the test may be administered: \_\_\_\_\_

Student(s) taking this test: \_\_\_\_\_

(Note: all students will be required to present a photo ID)

Attach a list of all students in the class and their Banner ID #s.

**Timed?**

- Yes, time limit: \_\_\_\_\_  
 No

**Open Book?**

- Yes  
 No

**eBook?**

- Yes  
 No

**Equipment or materials students may use:**

- Calculator  
 Scratch Paper  
 Open notes (specify): \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

NOTE: Any special material, equipment, computer programs, etc. will need to be provided by the instructor

Instructions for "paper" tests	Instructions for online tests
<input type="checkbox"/> Student writes on test <input type="checkbox"/> Scantron or other answer sheet provided by instructor <input type="checkbox"/> Scantron provided by the student <input type="checkbox"/> Other instructions: _____  Unmarked tests should be: <input type="checkbox"/> returned <input type="checkbox"/> shredded	URL: _____  Password: _____ <input type="checkbox"/> Headphones needed for audio <input type="checkbox"/> Microphones needed for recording  Is test automatically timed by online testing system? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments or additional instructions (attach another sheet if more space is needed)**

**Instructions for handling completed test:**

Instructor will pick-up test material(s) (for same-campus tests)

- Fax test materials to instructor. Keep original on file after faxing?  
 Yes, keep until \_\_\_\_\_ (date)     No
- Mail test materials to: \_\_\_\_\_
- Photocopy test material(s) before mailing and keep copy?  
 Yes, keep until \_\_\_\_\_ (date)     No
- Scan/Email to Instructor

Test Proctor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_