

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.uhonline.hawaii.edu/testcenters> and to contact the testing center before the test date. Testing centers have varying procedures and testing hours. Some test centers require appointments.



Faculty Information

LAST NAME	FIRST NAME	EMAIL @HAWAII.EDU
DIRECTORY PHONE NUMBER	NON-DISCLOSABLE PHONE NUMBER	ADDITIONAL CONTACT INFORMATION

Course Information

COURSE ALPHA	TITLE OF COURSE	CAMPUS
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Student Names (All students will be required to present a valid photo ID.)

Include a course roster if needed.

Proctoring Information

TITLE OF EXAM	START DATE	END DATE	TIME LIMIT	TIME MONITORING	
			:	AUTO-TIMED <input type="checkbox"/>	PROCTOR <input type="checkbox"/>

ONLINE EXAMS (Use next page for Multiple Online Exams)	
Website or URL	LAULIMA <input type="checkbox"/> OTHER WEBSITE
PASSWORD	

Permitted Items During Exam

Indicate items allowed during exam. **Items not indicated below will not be allowed during exam.** *Personal Devices used during exams are unable to be monitored by proctors.

TESTING MATERIALS	TEXT BOOK	NOTES	CALCULATOR	SCRATCH PAPER	PERSONAL DEVICES*
<input type="checkbox"/> Test Booklet <input type="checkbox"/> SCANTRON <input type="checkbox"/> ANSWER SHEET	<input type="checkbox"/> PRINT <input type="checkbox"/> E-TEXT	<input type="checkbox"/> OPEN NOTES <input type="checkbox"/> LIMITED NOTES SIZE: #PAGES:	<input type="checkbox"/> BASIC <input type="checkbox"/> SCIENTIFIC <input type="checkbox"/> GRAPHING <input type="checkbox"/> ONLINE (Indicate below)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> LAPTOP <input type="checkbox"/> TABLET <input type="checkbox"/> E-READER
OTHER ALLOWED ITEMS					

Instructions for Completed Test Materials

All home campus printed tests should be dropped off and picked up by faculty.

EXAM MATERIAL	SCAN AND EMAIL TO INSTRUCTOR	RETURN TO STUDENT	SHRED
TEST BOOKLET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANSWER SHEET OR SCANTRON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCRATCH PAPER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Multiple Online Exams

TITLE OF EXAM	START DATE	END DATE	TIME LIMIT (HOURS: MINUTES)	TIME MONITORING	PASSWORD
			: .	<input type="checkbox"/> AUTO-TIMED <input type="checkbox"/> PROCTOR	
			: .	<input type="checkbox"/> AUTO-TIMED <input type="checkbox"/> PROCTOR	
			: .	<input type="checkbox"/> AUTO-TIMED <input type="checkbox"/> PROCTOR	
			: .	<input type="checkbox"/> AUTO-TIMED <input type="checkbox"/> PROCTOR	
			: .	<input type="checkbox"/> AUTO-TIMED <input type="checkbox"/> PROCTOR	
			: .	<input type="checkbox"/> AUTO-TIMED <input type="checkbox"/> PROCTOR	

Additional Proctoring Instructions