

Testing Center Policies

College of Business Testing Center Policies

Instructors wishing to make use of the CBA Testing Center should completely familiarize themselves with these policies.

- The testing center proctors both paper-based and computer-based exams.
- There are 19 tables and IBM compatible computers available for student exams.
- The lab cannot be reserved; therefore students are accommodated on a first-come-first-served basis. The 30th of each month is the deadline for CBA seniors to complete the Major Field Test in Business, so the lab is extremely busy during this time.
- The Testing Center is not responsible for collecting anything. Space will be provided for students to leave personal items and instructors will need to pick up completed paper-based exams.
- Students must check in with the testing center allowing for the entire amount of time that has been indicated on the assessment forms. If students show up 1 hour before closing for a 1.5 hour exam, they will not be allowed to take the exam and the instructor will be notified.
- Tests in progress at closing will have 15 minutes to complete.

Ensuring Academic Honesty – Testing Center personnel work diligently to protect academic integrity. Any alleged violations of academic honesty will be referred to both the instructor and the Office of Student Judicial Affairs. Student Proctors are held to a high standard. The mere appearance of impropriety on the part of a proctor can be cause for dismissal.

- All exams are proctored. Student photo identification is always required, unless special permission is granted by the instructor. Students who do not bring their identification to the exam will need to reschedule.
- Questions about test content are referred to the instructors.
- Nothing is allowed at the computer site other than scratch paper, which is provided and picked up when exams are finished. Calculators, textbooks, notes or other reference material may be used at the discretion of the instructors and indicated on the assessment forms. Exceptions can only be made with prior approval of the instructor.
- Student personal items must be placed on shelves. This includes books, backpacks and cell phones.
- No student may leave the room and return to a test in progress.

Requesting Usage – All instructors planning to make use of the Testing Center are required to complete the *Instructor and Assessment Information* form on the Testing Center website prior to the start of each term. This form will identify test dates and all course and instructor information.

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This information will enable us to provide better service. The form should be completed once each semester for each course that will be using the Testing Center. The form will be acknowledged and questions or concerns addressed when the completed form is received.

Paper-based Assessments- If multiple students from the same class will be using the testing center, the instructor needs to complete the online *Instructor and Assessment Information* form at least **two days** before the first exam. The class roster and exams need to be delivered in a sealed manila envelope to the proctor. We only need the class roster for the first exam if the class will be using the testing center multiple times throughout the semester. The exam packet with all material associated with the test must be received at least **two days** before the exam.

If only an occasional student will be using the testing center (makeup exams) then the instructor needs to download the *Assessment Cover Sheet- Individual Student* form from the website and include it in a sealed manila envelope with the exam and deliver the packet to the proctor. The exam packet with all material associated with the test must be received at least **two days** before the exam, or the instructor can bring the exam packet with the student to the testing center. **Do not send the student to the testing center with the exam packet.**

Computer-based Assessments- If multiple students from the same class will be using the testing center, the instructor needs to complete the online *Instructor and Assessment Information* form at least **two days** before the first exam. The class roster will need to be delivered to the proctor at least **two days** before the first exam.

If only an occasional student will be using the testing center (makeup exams) the instructor needs to complete the online *Assessment Cover Sheet- Individual Student* form at least **the day before** the exam.

Availability- Open hours will be published on the CBA website as well as posted outside the Testing Center.

Contact information

Proctor- CBA 36; cbaproctor@unlnotes.unl.edu