

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 only proctors on-line course exams, assessment exams and make-up exams (either computer or paper-based).
- The Testing Center will be open on days that classes are in session according to the student academic calendar. The center will be closed on emergency or weather-related university cancellations.
- The Testing Center workstations cannot be reserved. All students are accommodated on a first-come-first-served basis.
- Requests for Testing Center Exam Services will be considered in the order they are submitted. Requests will be approved based on the ability of the Testing Center to effectively provide quality service. The last week 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.
- Students must check in with the testing center **allowing for the entire amount of time that has been indicated on the request form**. If students arrive less than 2 hours before closing to take a 2 hour exam, they will not be allowed to take the exam and the instructor will be notified.
- The Testing Center is not responsible for collecting anything. Space will be provided for students to leave personal items and instructors or their representative will need to pick up any make-up, paper-based exams.

Ensuring Academic Honesty – Testing Center personnel work diligently to protect academic integrity. Any alleged violations of academic dishonesty 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, grading and other exam matters are referred to the instructors.
- Students may not leave the room once the exam is in progress.
- 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 must be indicated on the

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Request for Exam Services form. Exceptions can only be made with prior approval of the instructor.

- Student personal items must be placed in the area provided. This includes books, backpacks and cell phones.

Requesting Usage for Regularly-Scheduled Exams for On-Line Courses

Instructors planning to use the Testing Center for exams for on-line courses throughout the semester for an entire class (computer-based) are required to complete the online Request for Exam Services form **prior to the beginning of each semester**. The form will be reviewed upon receipt and questions or concerns will be addressed as soon as possible.

The class roster should be attached to the Request For Exam Services form. If there is a change in the roster for future exams, an updated roster should be emailed to the Testing Center staff at cbaproctor@unlnotes.unl.edu.

Requesting Usage for Make-Up Exams

Instructors planning to use the Testing Center for make-up exams for 1 or more students are required to complete the online *Request for Exam Services* form at least **48 hours** before the scheduled exam. The form will be reviewed upon receipt and questions or concerns will be addressed as soon as possible. The student's name must be indicated in the appropriate section of the form.

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; 472-7010