AAC Testing Policies

Student Conduct

1) All students must respect the staff (student staff, part-time staff, and full-time staff) that works in the AAC. Students that disrespect or intimidate a staff member may lose the privilege to take their tests in the AAC and must make arrangements with their professor (or Disabilities Services) to take their tests elsewhere. In addition, students may be subject to further disciplinary action under the Student Code of Conduct.

2) All students are bound by the rules, expectations, and sanctions of the Academic Honor Code when taking tests in the AAC. Students who bring unauthorized test materials will be reported to their professors and may be charged with Academic Dishonesty and Student Code of Conduct violations. Students found with unauthorized test materials may lose the privilege to take their tests in the AAC and would need to make arrangements with the professor (or Disabilities Services) to take their tests elsewhere.

3) All scribes/readers are bound by the Academic Honor Code, as well as the expectations of the Disability Services Office as a Disability Services employee. Scribes and readers should not be involved in test-related conversation (i.e., directions, explanations, instruction) with the student for whom they are scribing or reading. In the event of such an incident, the faculty will be notified and Disability Services will be informed of the incident for resolution as a personnel matter. In addition, the scribe/reader may no longer be allowed to provide services in the AAC.

Exam Proctoring Procedures and Policies

- Students initiate the process by making an appointment at least two business days in advance of the preferred appointment time (two or more days advance notice is needed to make sure the professor has time to provide the testing materials).

- Appointments for tests taken in the AAC must be made such that the entire test taking time allowed falls within the regularly scheduled hours of the AAC. No test will be scheduled with an end time that would occur past closing time. Make sure that you schedule for your test to accommodate fully the time permitted.

- Students should obtain their professor’s permission prior to scheduling a test. The AAC staff will assume that the student has already obtained permission.

- Students schedule the appointment time and duration, however the test will be proctored in accordance with instructions and time listed on the Testing Request Form filled out by their professor.
• Students will receive a Testing Confirmation email containing a link to the Testing Services Request Form on the AAC's website (a paper form is also available at the AAC). It is the students' responsibility to let their professor know that they have made an exam appointment.

• Testing material (such as note cards, note sheets, and formula sheets) noted as allowed by the professor on the Testing Services Request Form will be collected at the end of the exam for the professor, except in cases where open book and/or open notes are allowed.

• Students will read, initialize, and sign the AAC Testing Services Student Agreement before the scheduled test is proctored.

• Faculty, if they allow the exam to be proctored, must bring/email the exam to the AAC with the Testing Services Request Form filled out and signed, either hard copy in person or electronically through email. Direct email from faculty can be used instead of a signature.

• Exams will only be accepted for students who have made appointments. Professors may not schedule an appointment for a student.

• Students may only take the exam during the time that they have scheduled. If the student misses an appointment, he or she must obtain permission from the faculty member to take the exam on a new date, reschedule the exam, and restart the process.

• If a student misses an appointment the exam will be sent back to the professor the next business day.

• Students late for their appointment may not be allowed the full time listed on the Testing Request Form. The student may coordinate with the professor to reschedule for a new appointment where full time can be granted but the professor is not obligated to approve a new date and time.

• Certain types of clothing and accessories are prohibited in the testing room, including but not limited to: hats, coats, vests, hoodies, smart devices, and ear buds. Students will be asked to empty their pockets, show that they do not have any unauthorized devices, and leave all items in the staff room prior to entering the testing room. If students are unable to adhere to these policies, they will be asked to reschedule to a time when they are able to comply with all AAC Policies to ensure academic honesty.
Summary of Proctoring Procedures

**Student responsibilities:**
- Make an appointment at least 2 business days in advance
- Contact the professor to let him/her know of the appointment
- Provide the professor with the Testing Services Request Form
- Ascertaint that the exam is delivered to the AAC prior to appointment time
- Arrive at AAC at scheduled appointment time to take exam with all appropriate materials
- Follow the Student Code of Conduct and Academic Integrity
- Sign the AAC Testing Services Student Agreement
- Review the Testing Services Policies in its entirety

**Faculty Responsibilities:**
- Complete and sign the Testing Services Request Form if they choose to permit the student to take the exam in the AAC
- Deliver or email the Testing Services Request Form and exam materials to the AAC at least 2 hours prior to the student’s scheduled appointment
- Clearly specify instructions for proctoring exam and returning exam materials on the Testing Services Request Form

**AAC Staff Responsibility:**
- Schedule students’ exam appointments
- Provide students with Testing Services Request form and further instruction
- Confirm to faculty when exams have been received and printed
- Proctor exams according to instructions specified by professor
- Return exams to professor according to instructions specified by professor
- Provide these services in a courteous and consistent manner
- Return all materials used in the student’s exam to the professor

Note: The Testing Services Request Form is available at the AAC or for download on the AAC website: [http://www.ltue.edu/aac/exam_proctor.asp](http://www.ltue.edu/aac/exam_proctor.asp).