

Management of Testing in the Testing Center

- A. Students with Official Documentation from Disability Services:
 - a. The electronic link to the University policy regarding students with documentation from Disability Services will be posted in the course syllabus.
 - b. Students with forms from Disability Services may be given the opportunity to take class quizzes in the Testing Center. Alternate approaches will be used for unannounced quizzes.
 - c. The Testing Center prioritizes scheduling testing accommodations for students with disabilities forms from Disability Services before any other testing needs.
 - d. Audio and/or video monitoring will be utilized by the Testing Center during exam administration.
 - e. Faculty will:
 - i. arrange testing accommodations through the Testing Center as early as possible; at least a 48-hour notice is needed for testing;
 - ii. provide the Testing Center with the course exam/quiz schedules by the first week of each semester;
 - iii. complete a Test Administration Form indicating instructions for the test or quiz, including time allowed (students with forms from Disability Services are given double time from regular nursing students unless indicated otherwise on their disability form), any resources they may have (calculators, reference books, etc.) and a contact number in case students have questions.
 - iv. indicate on the Test Administration form how to handle extended time for final exams that may require a student break. Faculty may choose to give the test in two sections with a break in between or give the student the entire test, with a required, supervised break after 2 hours; and
 - v. refer to the ETSU Disability Services Accommodation Descriptions handout for reference, as needed.
 - f. Students will:
 - i. follow the Nursing Student Handbook testing policies;
 - ii. arrive at the Testing Center 15 minutes prior to the start of the exam to get checked in and seated;
 - iii. sign in and out of exam with name and time;
 - iv. avoid distractive behavior;
 - v. complete exam in the space provided in the Testing Center;
 - vi. close the exam once the exam has been completed or time expires; and
 - vii. submit test materials (scratch paper, pencils, etc.) to the Test Administration prior to leaving the Testing Center.
 - g. The Test Administrator will:
 - i. maintain a confidential testing and office environment;
 - ii. continuously monitor test taker behavior;
 - iii. engage only in activities directly related to the administration of the exam during an exam;
 - iv. provide individual appointments for students seeking assistance with completion of NCLEX-RN paperwork/requirements;
 - v. avoid scheduling student meetings when serving as Test Proctor;
 - vi. prohibit students in Testing Center Office when serving as Test Proctor; and
 - vii. verify the exam has been closed once it has been completed or time expires.
- B. Students with Special Needs: (i.e. make-up exams)

- a. Faculty will arrange testing needs for students in advance by contacting the Testing Center as soon as possible; at least 48-hour notice is needed for testing.
- b. Faculty will complete a form indicating instructions for the test, including time, any resources students may have (i.e. calculators, reference books, etc.) and a contact number in case students have questions.

Revised by UP Directors on 11.11.19

Approved UP Faculty 11.18.19