Testing Center Use Guidelines For E-learning Students

1. **Faculty Preparation of Testing Materials**
   A Faculty Test Instruction form is to accompany each test when submitted to a Palm Beach State Test Center. There are two forms: Make-Up Test Instruction Form and E-learning Test Instruction Form. They can be downloaded from the Test Center web site under the link, Faculty Forms.

   They are also available in all Palm Beach State Test Centers and designated locations on each campus.

   Professors are to submit a list of student names testing at a specific test center. This list is to be submitted along with the Faculty and/or E-learning Test Instruction forms. Test Center personnel will follow the Professors directions in accordance with college policies.

   One test copy per student must be submitted to the Test Center.

   Test Center personnel cannot make multiple test copies. The Instructional Support Department on each campus is available to make copies for Professors that need to submit multiple test copies to the Test Center.

   Insert Professors name, course name and page number on each test page, per test, to prevent possible error.

   Insert Professors contact information, phone number, or email, in the event Test Center personnel need to ask a question or resolve an issue.

2. **Administering Tests to Students**

   Students must arrive at the Test Center with enough time to complete the test based on Professor time limit as specified on the Faculty Test Instruction Form.

   The Test Centers cannot pass class materials, projects, homework, or tests from the Professor to the student and vice versa.

   An e-Learning student who misses the test deadline date will need to pay a $5.00 make-up fee, and have permission from the Instructor, to test after the deadline date. The Instructor must contact the test center to extend the test deadline date. Test make-up fee applies when a test deadline date is extended for some students, but not for an entire class.

   Tests should **not** be faxed to the Test Centers, except in an emergency, as they are not always legible. Please contact the Test Center to discuss this option.

   Emailing tests in conventional format is encouraged. Conventional test format include: multiple choice, essay, fill in the blank, true/false. Email process is not to be used for multiple test copies sent to Test Center.

   To be accepted via email, the test and test instruction form should be in MS Word as an attachment.

   Palm Beach State test centers are not responsible for scoring examinations. Scantron/score machines are available in PTLC, or faculty workrooms.

3. **Pilot Testing of New Test Methods**

Pilot testing for a new testing program should be coordinated by the Test Coordinator and the IT Manager on the pilot campus. Any technical issues need to be resolved between the software technical support staff and a Palm Beach State IT Manager, not Test Center staff. If a Professor wishes to implement a new testing software/website, a test pilot needs to be completed at one test center location one semester prior to college wide use.

If a test interruption or technical issue cannot be resolved locally, the test center personnel are not responsible for contacting software/website tech support.

All DL paper/pencil tests for the term should be sent to the Test Center as soon as possible following drop/add period. Tests may also be sent to the Test Center during the semester, at least four to seven days before the start date of a scheduled exam.

Enacted July 2009; reviewed July 2010