

Stark State College Testing Center Faculty Guidelines



The Stark State College Testing Center (C107) provides the following testing services for the Stark State faculty:

1. Secure browser ANGEL testing (whole class)
2. Whole-class paper testing (for W2, W3, and Elements of Algebra classes only)
3. Computer / online testing
4. Individual student / makeup tests for students testing outside the classroom due to absence
5. External testing for online students attending other colleges / universities

To utilize the Testing Center this semester for any whole-class or individual student / makeup tests, faculty members agree to abide by the following Testing Center procedures:

General Testing Center policies and procedures faculty are asked to follow

1. Instructors may utilize the Testing Center for **whole-class** tests only if one of the following criteria is met:
 - a. The test to be given is an ANGEL test or other computer / online test.
 - b. The test to be given is for a Web 2, Web 3, or Elements of Algebra class test.
 - c. Or, special permission from the Coordinator of Tutoring, Testing, and Learning (office in C105) has been obtained.
2. Instructors who are planning to use the Testing Center at any time during the semester, should let the Testing Center staff know at the beginning of the semester so folders and database entries can be set up.
3. When faculty place tests in their folders in the Testing Center, they need to double-check that they are inside the folder and not between folders.
4. Each instructor picks up only his/her own completed tests.
5. A written report will be made to faculty regarding any students either caught cheating or caught in questionable situations and it is up to them to make an "Honesty in Learning" report regarding any incident.
6. Instructors may NOT send a student to the Testing Center with a test in hand but must place all tests in their folder ahead of time with the correct Testing Center form attached and completed.
7. Students may not leave with the test to either deliver to the instructor or to place in the instructor's mailbox.
8. The last two weeks of each semester are extremely busy times in the Testing Center, and staff would appreciate that instructors not wait until this time to give all their makeup tests for a semester but rather give the makeup tests throughout the semester or give them in the divisional offices.
9. For whole-class tests instructors must set up a minimum 2-day test window.
10. The Testing Center is generally not able to accommodate an entire class being brought to the Testing Center at one time so special permission from the Coordinator of Tutoring, Testing, and Learning is needed on the rare occasions it is permitted.
11. Written whole-class tests with **out-of-date** testing windows will be placed in completed test folders if instructors do not remove them. Instructors can either return untaken tests with makeup test forms attached for students who need to make up the test or they can email the Testing Center and extend the test window.
12. Any time instructors are in the Testing Center they need to speak quietly so that testers are not disturbed.
13. Any instructor bringing a student to the Testing Center to take a test, should remember to keep conversation and activity with the student to a minimum.
14. All concerns faculty have regarding the Testing Center and its policies should be discussed with the Coordinator of Tutoring, Testing, and Learning.

Classroom preparation by faculty for using the Testing Center

1. Faculty will provide a copy of the Testing Center Student Guidelines to each student and go over them with all students.

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2. Before sending students to the Testing Center (C107) faculty needs to ensure students know instructor names and the course names and exactly what they are allowed to use while taking the test.
3. Faculty will let students know that the Testing Center is in C107, its hours of operation, and that a picture ID is required.
4. Students will not be allowed to test without a picture ID and faculty must instruct students in this procedure.
5. Faculty will check with all their students for any who do not have a picture ID and work out arrangements with the Testing Center for how they will be admitted. They may either:
 - a. Provide written instructions to the Testing Center for each test that a student is allowed to test without an ID or
 - b. Accompany the student to the Testing Center for IDing or
 - c. Email the staff at the Testing Center to inform them that the student may test without a picture ID or
 - d. Arrange for this student to test in the instructor's office.
 - e. Faculty should NOT call the Testing Center to confirm an ID.
6. It is the instructor's responsibility to inform students regarding the material covered by the test, question types, length, testing window, and materials allowed while testing.
7. Students requiring special testing needs counter to the Testing Center rules and guidelines (such as the need to have a cell phone, a child present, or testing with no one else near) will have to test with the instructor.

Required Testing Center forms

1. **All tests**, including ANGEL and all types of computer tests, must include a Testing Center form with specific instructions regarding what students are allowed to use during the test—if an instructor does not list it, it will not be permitted.
2. If instructors hand-carry whole-class test forms to the Testing Center, they should give it to the proctor on duty so they can be entered in the calendar.
3. Each makeup / individual student test form must have a student name (both first and last) on it against which Testing Center staff can check the name from a picture ID.
4. Faculty must use the most updated whole-class or makeup / individual test form for each test. These along with the Testing Center Guidelines are found at http://starkstate.edu/academics/tutlearn/TestCntr_guide.htm.
5. Whole-class test forms should be e-mailed to testcenter@starkstate.edu a few days ahead of time so all instructional lab technicians receive them.
6. Faculty giving a whole-class test (both ANGEL and written tests), must provide the Testing Center staff with an **up-to-date class list** for each test against which picture IDs are checked.
7. If an instructor is giving more than one test at the same time, either provide a class list for each test or a grid listing each test should be provided on one class list.
8. Students are NOT allowed to turn in homework or other assignments with their tests unless this direction is included in the written instructions on the test form.
9. Students are permitted to take only one test at a time and faculty must complete and attach **one Individual Student - Makeup Test form for each individual test for each individual student**.
10. Faculty must indicate on a form whether a foreign language student is permitted a translation dictionary.

Tests

1. The Testing Center does NOT have the capacity to time any test unless it is embedded in ANGEL and timed there.
2. If Scantrons are to be used with a test, they must be provided by the instructor and **inserted inside each individual test**.
3. Instructors **must** put their names and course names at the top of each test.
4. Students will **not** be allowed to start a test and come back later to finish it—a test **MUST** be finished in one sitting.
5. Students testing when the door to the Testing Center is locked may continue working on that test until closing time but may not start a new test after the time the door is locked.
6. Students are not allowed to leave the Testing Center after the test has begun (including leaving to use the restroom), so instructors must be careful of the length of the test.

7. While faculty may send tests to the Testing Center via Campus Mail, the Testing Center has no control over when / if they will arrive.
8. Instructors may not email any tests to the Testing Center for staff to print out.
9. It is the responsibility of faculty to pick up completed tests from their folders in C107 and Testing Center staff is not responsible for contacting faculty by phone, email, or fax regarding completed tests.
10. If instructors find any tests in their completed test folders that are not theirs, they will return them to the Testing Center ASAP.
11. At the closing of the last Saturday of the semester, tests still in instructors' tests-to-be-taken folders will be removed and shredded and completed tests will be delivered in an envelope to division offices.

Calculators

1. For students permitted to use calculators, each testing form has an area for instructors to mark the type of calculator allowed.
2. Instructors must make sure that students know exactly what type of calculator is permitted on a test.
3. Instructors must insure that Testing Center staff members know exactly what type of calculator is permitted on the test—staff can only go by the instructions provided.
4. If, in class, students are permitted to use any type of calculator, including graphing, instructors should not mark that only a scientific calculator is permitted in the Testing Center, unless it has been made clear to students that only a scientific calculator will be allowed on the test.

DSS students

1. Instructors must include in the special directions section on all testing forms any pertinent information that pertains to documented accommodations required for DSS students.
2. DSS students who are unable to test within the Testing Center guidelines will either need to test in the DSS offices or with the instructor.