

**Aultman College Student Success Center
Faculty Test Proctoring Instructions**

Faculty Name _____ Test Date _____

Course Name/Number _____

Class Location _____ Class Time _____

Faculty cell phone number (used for texts should problems arise): _____

Total time frame (in minutes) for this test/quiz is: _____

**** If the exam is to be given in ExamSoft, please assure that a time limit is set in the system. ExamSoft will default to 'unlimited time' if not manually set by instructor. ****

Completion Instructions:

- Complete one sheet per exam (not one sheet per student). Give this sheet and any other testing materials to the Student Success Services Coordinator at least 24 hours before the exam either electronically or in-person using the test drop box located in the SSC.
- If any additional testing information/instructions is given to the class at the time of the test/quiz, please call the Student Success Services Coordinator at ext. 36847 to clarify.

The Student Success Center offers testing for students with accommodations between 8:00 AM and 4:00 PM Monday through Friday. With the approval of their instructors, students may request to schedule alternate testing times individually with the Student Success Services Coordinator prior to the test date should a conflict arise.

Please check all the following items that apply to enable us to administer the quiz/test in the manner you desire. Instructions will be followed in conjunction with the student's approved accommodations, which take legal precedence.

Please check all that apply:

- Students are requested to take tests/quizzes on the same day as class
- Students are requested to take tests/quizzes at the same time as class
- Students are requested to return to lecture after tests/quizzes
- Students are requested to attend lecture before tests/quizzes
- This is a collaborative quiz
- ExamSoft: **Password is:** _____
- ATI: **ID Code is:** _____ **Password is:** _____
- Scrap paper permitted
- Notes permitted
- Calculator permitted
- Text permitted (chapters of book, charts, graphs, etc.)
- Open book
- Formulas permitted
- Use Scantron to record answers
- Use of Internet
- Other (please be specific) _____

Questions may be directed to the Student Success Services Coordinator at ext. 36847 or SSC@aultmancollege.edu.

REMINDER: It is the instructors' responsibility to deliver tests/quizzes 24 hours prior to the scheduled exam time.

Paper tests/quizzes will be returned to faculty mailboxes upon completion, or they may be retrieved from the Student Success Services Coordinator's office between the hours of 8:00 AM and 4:00 PM Monday through Friday.