

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: S 7.2
Procedure Title: Distance Education Exam & Make-Up Testing
Relevant Board Policy: [F.6.2 Student Responsibility for Success](#)
Originating Unit: Assessment/Testing Center
Maintenance Unit: Vice President of Student Success

I. Purpose: To identify the roles and responsibilities for Faculty, Assessment/Testing Center Staff, and students when administering distance education exams and make-up testing.

II. Procedure Statement:

A. Faculty roles and responsibilities:

1. Complete a Make-Up and Distance Testing Checklist cover page which includes:
 - a. Instructor contact information
 - b. Deadline test date
 - c. Time limit and materials allowed
 - d. Methods students will use to provide answers
 - e. List of students to be tested
 - f. Provide the exam and password (if applicable) before test deadline
 - g. Sign out and collect administered exams.
 - h. Communicate roles and responsibilities to students

B. Student Roles and Responsibilities:

1. Contact the Testing Center by phone or in person to set-up an appointment at least one business day prior to test date.
2. On test date, all students must:
 - a. Check-in with front desk staff at the appointment time. Students arriving 30 minutes late without prior approval can be required to reschedule their test or make other arrangements with the instructor.
 - b. Present photo ID card and instructor- approved materials.
 - c. Sign-in to Who's Next at the computer station
 - d. Place unapproved personal items in a locker where a key will be issued to student for security purposes.
 - e. Checkout with front desk personnel, retrieve material from lockers

and return locker keys, if applicable

3. Online test students must:
 - a. Access their ACES account or other designated web based test site to obtain their online exam.
 - b. Submit items to Testing Center personnel as requested by the instructor (i.e. note paper).
4. Paper & pencil test students:
 - a. Provide scantron, if requested
 - b. Print out test, if requested
 - c. Return exam and requested materials to testing personnel for the instructor

C. Staff Roles and Responsibilities:

1. Front Office Support:
 - a. Collect Make-Up and Distance Testing Checklist and exam information from instructor.
 - b. Login submitted tests to spreadsheets on shared drive.
 - c. Ensure all students have Banner ID numbers (lookup if necessary).
 - d. On test date:
 - I) Monitors students through Insight Teacher software.
 - II) Signs students out from Who's Next and collect administered exams, if applicable
 - III) Adds students to the board and monitor time as directed by instructor
 - IV) Assigns locker keys and checks-in larger bags before entering test room
 - V) Ensures that instructors sign out and collect administered and unused exams.
 - VI) For Online student, enters test password provided by instructor
 - VII) For Paper & pencil test students, enters tests on paper retrieval log
2. Test Administrator Proctors:
 - a. Ensures that all computers in testing room are ready for test administration.
 - b. Maintains test security
 - c. On test date:
 - 1) Assigns a work station for testing
 - 2) Monitors students via Insight and line of site
 - 3) Enters password for online tests

- 4) Set timers for paper tests
- 5) Assigns proctors
- 6) Collects exam and materials as required by the instructor

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Approved: (signed: Ana M. Guzman)
President

Revised: June 28, 2017

Approved: (signed: Dr. Mike Flores)
President