

VALENCIA COLLEGE

Valencia Testing Guidelines and Best Practices

Valencia's Testing Center Advisory Group (TAG), a committee composed of Testing Center staff and administration across all campuses, has collaborated with deans and faculty college-wide to create a set of standardized processes and best practices to be utilized by East, Lake Nona, Osceola, Poinciana, West and Winter Park Testing Centers. The streamlining of these practices will benefit students and faculty by providing more efficient services while increasing the integrity of the testing environment.

Faculty Referral Form

- Faculty Referral Forms should be fully completed and submitted one business day prior to the test date and time to ensure the integrity of the proctoring environment.
- Faculty should use only the most updated referral form posted on Atlas or provided by the Testing Center (no homemade or outdated forms will be accepted) so as to ensure that all needed information and materials have been communicated and shared to secure the integrity of the test.
- If a faculty member is requesting proctoring for more than five (5) students, a class roster needs to be submitted along with the Faculty Referral form. If a roster is not provided with the referral form, the Testing Center will assume that the exam is open to all students who request the test. (Please review practices regarding entire class testing under the General Exam Submissions section.)

General Exam Submissions

- Faculty are responsible for activating and setting up web-based exams for the date and time of the required testing period.
- Test Preparation
 - **For face-to-face or hybrid classes**, please prepare and provide any paper exams or materials to the Testing Center for all students taking the exam.
 - If ten (10) or less students are taking an exam, copies will be prepared and provided for students by the Testing Center.
 - If eleven (11) or more students are taking an exam, faculty may use Word Processing on East and West Campuses. Please request printing via the Word Processing Order Form (<http://valenciacollege.edu/wordprocessing/>) for the appropriate center prior to the exam start date. (Test materials can be sent directly from Word Processing to the appropriate testing center if indicated on the Order Form.) For faculty using testing centers on Osceola, Lake Nona, Poinciana, and Winter Park, please see your departmental office for test preparation assistance since Word Processing is not available on these campuses.

- **For online courses with hard copy exams**, please provide testing centers with at least one digital or hard copy in order for the testing centers to prepare and provide copies for all students taking the exam.

Please contact the testing center(s) you plan on using to enquire about the availability of scantrons and where to order them.

- Exams that are submitted for an entire class should remain open for the following time frames so as to ensure space is available for students to complete their exams:
 - **East, Lake Nona, Osceola, Poinciana, and Winter Park Campuses** can proctor exams for whole class face-to-face courses if the exam is open for at least 5 to 7 days.
 - **West Campus** reserves entire class proctoring for online and hybrid courses only.

Please contact your campus testing center for special circumstances and accommodations.

- The Testing Center will not give completed exams to anyone other than the instructor or administrative staff members for pickup.

Final Exams

- If faculty need to have an entire face-to-face class final exam proctored in the Testing Center, then dean approval is required.
- Referrals for final exams must be submitted to the Testing Center within two business days of the exam deadline.

Testing Software/Web Applications

The Testing Centers support the following browsers and software programs:

East Campus:

Browsers: Chrome, Mozilla Firefox, Internet Explorer

Software: Alek's, IMathAS, Maple T.A, McGraw - Hill Connect, Pearson My Math Lab, Respondus Lockdown Browser (Valencia), SimNet, Web Assign, Blackboard, Jaws, Kurzweil, Magic

Lake Nona:

Browsers: Chrome, Mozilla Firefox, Internet Explorer

Software: Blackboard, Respondus Lockdown Browser (Valencia), IMathAS, Pearson My Math Lab, Jaws, Kurzweil, Magic

Osceola:

Browsers: Chrome, Mozilla Firefox, Internet Explorer

Software: Respondus Lockdown Browser (Valencia), Respondus Lockdown Browser (UCF), Dev C++ Compiler, IMathAS, GDP Keyboarding, SimNet, Skillbuilding

Online, McGraw - Hill Connect, SAM, Prentice Hall, Pearson My Math Lab, Jaws, Kurzweil, Magic

Poinciana:

Browsers: Chrome, Mozilla Firefox, Internet Explorer

Software: Respondus Lockdown Browser (Valencia), Respondus Lockdown Browser (UCF), Dev C++ Compiler, IMathAS, GDP Keyboarding, SimNet, Skillbuilding Online, McGraw - Hill Connect, SAM, Prentice Hall, Pearson My Math Lab, Jaws, Kurzweil, Magic

West Campus:

Browsers: Chrome, Mozilla Firefox, Internet Explorer

Software: Partest, Hesi, Citrix, Respondus Lockdown Browser (Valencia), Respondus Lockdown Browser (UCF), Snap 2010, SimNet, McGraw - Hill Connect, Pearson My Math Lab, Jaws, Kurzweil, Magic

Winter Park:

Browsers: Chrome, Mozilla Firefox, Internet Explorer

Software: Blackboard, Respondus, Pearson My Math Lab, IMathAS, McGraw - Hill Connect, SimNet, ClaroRead Pro, JAWS, Magic, Dolphin EasyReader, Kurzweil

To request a browser or software program supported outside of the list provided above, please submit a request to the testing center(s) where referrals for the semester will be sent. The Testing Center will, then, work with OIT to update computer applications to add the additional program(s) or browser(s). **Keep in mind that it is up to OIT to approve software requests and that it could take several weeks for both approval and installation.**

Test Pick-ups

- Faculty requesting special accommodations for pickup must contact the Testing Center directly.

Time Limits

- Faculty are responsible for setting required time limits on all exams, including the specific allotted time; any extended time; or unlimited time constraints, in their web-based or paper exams.

A.D.A Accommodations

- Faculty should submit a separate referral form for each student who has a unique accommodation. Students who have the same accommodation can be listed on the same referral.

- Faculty are responsible for adjusting time limits to reflect the accommodations in each individual student's web-based exam. Please contact the Center for Teaching/Learning Innovation on your campus for assistance.

Homework

- The Testing Center will not accept homework unless it accompanies an exam. Arrangements for homework drop-off should be handled through the faculty's department office.

Scanning/Emailing Completed Exams

- Not all campuses can scan and email completed exams. Please check your campus's Testing Center for current practices.
- The standard timeframe for exams to be returned via interoffice mail or scanning to faculty is within one business day. **This courtesy service may not be available during peak times, such as midterms and finals or within any other specified timeframes identified by your campus center. Please check your campus's Testing Center for current practices.**

ID Policy

- Students are required to have valid and current identification to take an exam. Testing Centers require all students to provide a current **Valencia College student ID, UCF student ID, driver's license, or a state-issued ID.**
- A faculty member may bring a student into the Testing Center to take an exam when the student does not have a Valencia ID, UCF ID, or government-issued photo ID.

Communication to Students

- Prior to taking an exam in the Testing Center, students will need to:
 - Know the name of their course
 - Know their instructor's name
 - Know the exam's deadline date
 - Be able to provide their Valencia ID number along with having a valid ID (Please see the ID Policy section above. It is very important to have the requested proof of identification required at each campus in order to secure academic and test integrity.)
- Exams will not be given to students later than one (1) hour prior to closing time.
- Testing is done on a first come, first served basis, so space is not guaranteed.
- Please encourage students to allow plenty of time in order to complete their test.

Additional Information

- Emergency situations will be addressed on a case-by-case basis to ensure we are serving our students and faculty appropriately.
- Proctoring service in the Testing Center is on a first-come, first-serve basis. Seating is limited and, therefore, not guaranteed. Extended wait times may be experienced, especially during peak testing periods.