

Testing Services' FALL 2020 Information for Faculty

Testing Services' office will reopen on campus with reduced staff and services to ensure compliance with health and safety measures.

SERVICES PROVIDED:

- In-person, on-site exam proctoring will be reserved for students who meet the following criteria:
 - Enrolled in course(s) that meet on-campus/in-person
 - Approved for testing accommodations through the ODS, OIE, or CARE
- Testing Services will assist with Zoom proctoring **for students requiring the remote delivery of courses and course materials for disability related reasons**

*Other proctoring requests required due to the nature of the student's disability or accommodation will be reviewed on a case-by-case basis by ODS and Testing.

SERVICES TEMPORARILY SUSPENDED:

- Exam scoring for multiple choice paper-based exams (bubble sheets)
- Third party exams
- Fee based proctoring services
- **In-person** placement testing (individual or group)
- **In-person drop-off and pick-up of exam/exam materials**
 - When hard copies of exams must be dropped off in-person, an appointment should be made to arrange for contactless drop-off, call 216.687.2272.

HOURS:

- 8:00am through 8:00pm by appointment only
- The office will operate remotely on days when there are no in-person assessments scheduled

SCHEDULING EXAMS:

- Students are responsible for scheduling their own exams at least three (3) business days in advance

- Requests made less than three (3) business days in advance will be reviewed on a case-by-case basis
- Instructors are asked to send all requests for remote proctoring assistance to testingservices@csuohio.edu
- To adhere to social distancing requirements, a reduced number of student workstations will be available. **Therefore, it may not be possible for all accommodated tests to be scheduled during the class meeting time.**
- Instructors wishing to schedule pop quizzes should do so via e-mail testingservices@csuohio.edu or by phone 216-687-2272 at least three (3) business days in advance.

PROVIDING EXAMS:

For health and safety reasons, the physical exchange of paper is to be avoided whenever possible.

- Testing Services can assist faculty in converting their paper based exams to online assessments (if desired).
- When a paper exam is required, Testing Services requests that the exam be emailed to testingservices@csuohio.edu, **NOT** dropped off in-person. Testing Services staff members will handle the printing and collating of the exam for the student.
- A completed Exam Cover Sheet is required for each exam at least two (2) days in advance of the exam appointment. Please send cover sheets and exams via e-mail to testingservices@csuohio.edu. *Please note: A Fall 2020-specific cover sheet will be used and is coming soon.*
- In the event an assessment **MUST** be provided in hard copy form, the assessment must be dropped off at least **three (3) business days** in advance of the student's scheduled appointment using the contactless drop-off system.
- All exams dropped off using the contactless drop-off system should:
 - Include a completed cover sheet
 - Be placed in a manila envelope to ensure no sheets or pages are lost
 - Manila envelopes will be provided and available

OUTSIDE MATERIALS:

- Other than single-use pencils/erasers and disposable scrap paper, the testing center will not loan testing aids. Students must bring their own materials (calculators, rulers, pens, etc.).
- Due to health and safety considerations, we are asking students to provide their own calculator.
 - Departmental calculators are discouraged
 - If faculty have concerns about test integrity due to the use of personal calculators, please outreach to Testing Services at testingservices@csuohio.edu

COMPLETED EXAM RETURN:

- Whenever possible, it is recommended to test via Blackboard or other LMS
- Paper-based exams will be e-mailed to the instructor of record, or designee specified on the cover sheet (CSU e-mail accounts only), three (3) days after completion (in alignment with health and safety measures).
- If a faculty member wishes to pick-up the original copy of the exam, they should email testingservices@csuohio.edu to arrange for contactless pick-up.