

The DSLCC Testing Center has developed the following faculty guidelines to ensure that our services are provided in a secure, confidential, and efficient manner:

General Information

- Complete and submit a Faculty Test Request Form (TRF) providing details about your test. It is important to provide all of the information requested. Either record the names in the designed space on the form OR attach a class roster with the students' names and ID numbers highlighted.
- A Test Request Form must accompany each test; however, if the instructions, deadlines, and students eligible are the same for every test in a series for a particular course, only one Test Request Form for the series is required.
- The Test Center is designed to accommodate placement testing, distance education/online testing for distance education/online students, state tests, and a very limited number of live-class make-up tests.
- To avoid any inconvenience to your students and to ensure that Test Center staff members have sufficient time to process your TRF(s), we ask that you submit your test(s) at least two workdays in advance of the authorized "begin date".
- Students will not be allowed to take tests after the ending date on the TRF. If you want to authorize a student to test after the ending date, it must be submitted in writing (email is fine).
- Inform your student in advance as to when your tests will be available in the Test Center (begin/end dates), how much time you have allotted, test center hours, and what aids (notes, calculators, etc.) they should bring.
- Test Center staff will adhere strictly to your written test instructions. Please make sure we have all of the information necessary to provide your students with timely and efficient service.
- If detailed testing instructions are necessary, provide a separate copy of the instructions for each student to read and follow.
- Please make sure students know how to contact you if they have questions about your test(s).
- Students must present a current photo identification to take tests in the Test Center, i.e., DSLCC Student ID, driver's license, state issued identification card, military identification, or passport. If a student doesn't have a current photo ID, you may accompany the student for a personal ID (student must take test at that time).
- Please give each student you refer to the Test Center for testing a copy of the Student Guide for Using the Test Center.
- You may want to remind your students not to wait until "the last minute" to try and take their exam(s) because space is limited.
- Finals week will be for final exams only. Make-up exams can be taken prior to, or after, finals week.

Computerized Testing

- RESPONDUS – The Testing Center is using a program called Respondus which is a Lockdown Browser for Blackboard exams. This program locks the Internet browser window so that students cannot access anything except the Blackboard program. Your Blackboard test will be opened in this program unless it has to access another program such as Media Player. Please indicate on your Faculty TRF if another program is to be used.
- Faculty must change exam passwords "at least" each semester.
- Faculty must give Testing Center permission to reset exams, in case of technical issues. This permission is to be indicated on the Faculty TRF.

Retrieval of Academic Tests

- If you choose to pick up your exams from the Test Center, staff will ask that you initial/sign for the materials. If staff does not recognize you, they will request to see a photo ID. Please be prepared at all times to honor this request.
- If a designee will retrieve your tests, note the person's name on the TRF or send an email to the Test Center in advance. Also, please make sure the designee has photo ID.
- If you chose to have your tests returned via "Interoffice Mail", they will be returned in a secure envelope.

Academic Integrity

Advise your students to maintain the college's standards relative to academic honesty. Test Center staff members are required to document and report any evidence of, or the appearance of, dishonesty.