

**TESTING AND VERIFICATION OF STUDENT IDENTITY**

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Students participating in online courses are required to take at least one proctored exam. Students are required to test at a UA Cossatot Testing Center if they live within 60 miles of a UAC campus. Students may request to complete an exam at an off-site approved testing site or online via ProctorU if they live more than the stated 60 miles away. All students must present photo identification (either driver's license or student identification card) prior to gaining access to their exam. The exam proctor must verify and certify student identity prior to testing.

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**Policy History:**

July 9, 2018

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**TESTING CENTER PROCEDURES**

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**COURSE TESTING**

Always complete step 1 and step 2 then follow procedures for either Online or Paper Exams

1. Student must sign in using sign in sheet.
    - Student ID
    - Student name
    - Course name
    - Exam name
    - Instructor last name
    - Time in
  2. Proctor instructs student to place cell phone, smart watch, and any personal belongings in the appropriate location
- **ONLINE EXAM:**
    - Proctor instructs student to log on to a computer using student login
      - LOGIN: ua\_ student id number Example: ua\_12345
      - PASSWORD: first letter of first name capitalized, first letter of last name not capitalized, and full eight digit date of birth (MMDDYYYY) Example: Sw10191985
    - Student logs in to the computer and pulls up the course exam while proctor looks up exam password and exam instructions
    - Proctor verifies the student id and/or name indicated on learning platform matches information on student id
    - Proctor enters exam password then initials “STUDENT ID VERIFIED” on the sign in sheet
    - Student completes exam
    - Upon completion, student must exit browser and log off the computer
    - Student retrieves their cell phone and/or personal belongings
    - Student enters “TIME OUT” and exits the Testing Center
    - Proctor enters BB in “SENT BY METHOD” column on the sign in sheet
  - **PAPER EXAM:**
    - Proctor verifies student id, retrieves the exam and reviews the exam instructions
    - Proctor discloses any pertinent exam related information to the student and provides them the exam
    - Student finds an available spot at desk/table and completes exam while proctor initials “STUDENT ID VERIFIED” on the sign in sheet
    - Upon completion, student gathers any materials (scratch paper, calculators, etc.) and turns all in to proctor
    - Student retrieves cell phone and/or personal belongings

- Student enters “TIME OUT” and exits the Testing Center
- Proctor clips all testing materials together, puts exam in interoffice mail envelope, and places in “OUTGOING” pile
- Proctor places all “OUTGOING” exams in interoffice mail at the end of the day and then enters “CM” (for campus mail) in the “SENT BY METHOD” column on the sign in sheet

## SPECIAL CIRCUMSTANCE & OVERFLOW TESTING PROCEDURES

### SPECIAL CIRCUMSTANCE TESTING

Students may be allowed to test in the Educational Resource Center at the discretion of the Instructor due to disability related testing accommodations or in the event the Testing Center has to close unexpectedly or schedule changes that will prohibit the student from being able to complete the exam prior to deadline. In the event of special circumstances, the Instructor must make arrangements with Director of Educational Resources and provide a copy of the exam checklist to ensure guidelines are followed.

### OVERFLOW TESTING

During Finals Week and other peak times, students may be allowed to test in the Educational Resource Center at the discretion of the Testing Center Coordinator/Proctor in the event the Testing Center is at maximum capacity. In the event of overflow testing, the Coordinator/Proctor must contact the Director of Educational Resources to ensure space is available and provide a copy of the exam checklist to ensure guidelines are followed.

- No currently enrolled UAC student may be allowed access to exams or passwords for exams.
- No currently enrolled UAC student may be allowed to proctor exams.
- All Testing Center procedures must be followed as stated above.

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### **Procedure History:**

May 21, 2018

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