Test Taking Procedures for Online Students

Exam Scheduling

Exam Scheduling is done through scheduling tools built into COLWeb

To expedite the process, faculty should:

- Post exam dates as early as possible in the quarter. Early notification helps ease the scheduling demands faced by the typical OL student.
- Provide a reasonably accessible exam window. Remember that many proctors are not available on Sundays, and many students are not available during weekday business hours. An exam window of four to seven days including a Saturday is typical, though ultimately, the length of the window is left to your discretion.
- Remind your students that information about exam scheduling, including resources for finding a proctor, is available on the CDM website. (http://www.cdm.depaul.edu/onlinelearning/Pages/ExamInformation.aspx)
- **Please remind your student to register for their exams in COL as soon as possible… problems occur when students wait until the last minute!**
- Only Online Students can schedule a Proctored Exam (Students in the "In-Class" Sessions cannot)

Process for Faculty

- Instructor enters the exam name and date window into the exam scheduling system in COLWeb
    - If the exam is ready, it can be uploaded with the instructions
- The system sends an email to registered OL students announcing the registration for the exam is open
- Student registers for an open exam appointment, based on the location they select (Remote student select a date and provide a proctor's name and contact information for approval)
- If the exam is at a remote campus, the system will notify the exam location
- If the exam is at CDM Loop, it will notify OLStaff
- If the instructor has not uploaded the exam within 48 hours of the exam time, the system will send an email reminder
- The system will email the exam to the remote campus, or OLStaff
- After the student takes the exam, a scanned copy of the exam is sent to the instructor
- The hard copy is mailed to OLStaff and the exam is placed in the instructor's mailbox
- Instructions for posting the exam on COLWeb are available on the Exam Registration Page
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Exam Policies

- **When students schedule an exam in COLWeb, they are sent a confirmation email with these policies:**
- **Photo identification is required.** Proctors will be instructed to deny the exam to anyone unable to provide a state-issued photo ID or DePaul photo ID card.
- **Exams instructions will be strictly enforced.** Each instructor will provide specific instructions on how the exam is to be administered, and proctors will enforce those instructions literally. For example, if your instructor allows notes but not electronic devices, you will not be allowed to access notes on a laptop or mobile device. Such devices must be explicitly allowed by the instructor.

- **Late arrivals may not be provided extra time.** An exam appointment secures a room and a proctor for a specific period of time. If you arrive late for your scheduled appointment, the exam may still end at the scheduled time. This means that you may not be allowed the entire time specified in the exam instructions. Your proctor will make this determination based on the room reservation schedule and staffing considerations. Please make every effort to arrive for your exam appointment on time.
- **No-shows will be reported to the instructor.** If you fail to appear for your scheduled exam time, your instructor will be notified that you did not appear. You must contact your instructor for permission to reschedule the exam.
- **Same-day cancellation will be treated as a no-show.** If you cancel your exam on the day that it is to be taken, you will be treated as no-show. Your instructor will be notified that you did not appear, and you must then contact your instructor for permission to reschedule the exam.
- **Any cancellation requires notification to OL Staff.** If you must cancel your registration for an exam, you will need to contact the OL administration in order to reschedule. Send email to olstaff@cdm.depaul.edu. If the date range for the exam has ended or if you canceled your exam on the day it was to be taken, you must also contact your instructor for permission to take the exam.
- **Exceptions to the schedule require instructor permission.** Instructor permission is required before a student may schedule an exam outside of the posted date range. If you cannot take the exam during the regular period, contact your instructor in advance

More Detailed Instructions
Go to https://col.cdm.depaul.edu/Default.aspx
Logon with your Campusconnect logon and password
Click on the "Documentation" link at the bottom of the screen
Click on the "Faculty Guide" link
This link takes you directly to the guide:
http://blogs.cti.depaul.edu/colwiki/Wiki%20Pages/COLWeb%20Guide%20For%20Faculty.aspx

Exam Locations

Loop Campus Exams
Students should report to the Advising offices on the mezzanine to learn the exam location.
Mon, Tue, Thu: 2:00 PM, 6:00 PM
Wed: 10:00 AM, 2:00 PM, 6:00 PM
Fri and Sat: 2:00 PM

Suburban Campus Exams
Exams start every hour, on the hour, earliest and latest exam start times are listed below.

Naperville Campus
See front desk for exam location.
Mon-Thu: 9:00 AM - 6:00 PM
Fri-Sat: 9:00 AM - 1:00 PM

Oak Forest Campus
See front desk for exam location
Mon-Thu: 11:00 AM - 6:00 PM
Fri: 9:00 AM - 12:00 PM
Sat: 9:00 AM - 11:00 AM

O'Hare Campus
See front desk for exam location.
Mon-Thu: 9:00 AM - 6:00 PM
Fri - Sat: 9:00 AM - 1:00 PM

Rolling Meadows Campus
See Suite 255, front desk for exam location.
Mon-Thu: 9:00 AM - 6:00 PM
Fri: 9:00 AM only
Sat: 9:00 AM - 1:00 PM