**Proposal: A collaboration between the Center for eLearning and the Testing Center to provide proctored testing, which will support faculty demand and student success.**

As more faculty begin to embrace online learning, even the most tech savvy and open-minded faculty members can still be hesitant to utilize online learning to its full capacity out of their commitment to [academic integrity](http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf), especially when it comes to test taking. While faculty are trained to minimize this through having fewer high-stake tests or assigning more projects and group work, some courses rely on high-stake tests such as the mid-term or final to provide assessment statistics that capture student learning. There are many FAU faculty who would thrive in an online environment but resist exploring this alternative because of their lack of confidence in online testing techniques. By taking this roadblock away from future and current online faculty, FAU is supporting its strategic goal of “building world-class academic programs and research capacity.” Together, the Center for eLearning and the Testing Center will work to set up proctored testing opportunities for online students during midterm and final exams. Extended hours will be available during the midterm and final exam windows. Test proctoring will be available outside these windows on a space-availability basis.

As required by SACS, students enrolled in online courses must be provided the same support as students in face-to-face courses. A “red flag” is raised by SACS when [an eLearning] student is required to come onsite for student services*(Source: FDLC Panel Presentation, May 15, 2009 downloaded from* [*www.fldlc.org/dataCollection/2009fldlc****Sacs****.ppt*](file:///C:\Users\bebergal\Documents\MyFiles\www.fldlc.org\dataCollection\2009fldlcSacs.ppt)*.)*

**The proposal:**

Currently, face-to-face courses have designated testing locations and times for midterms and finals, with the professor acting as the proctor and administrator of the test. Online faculty have no designated location or the ability to proctor and administer their tests to their students. By providing proctoring services to online students, hesitant faculty will be more willing to explore the development of online courses; also, current online faculty will have greater peace of mind knowing that the opportunity for cheating has been significantly reduced. Additionally, students who have a documented disability and are registered with the Office for Students with Disabilities (OSD) will be provided an accessible test environment with approved accommodations.

**Specific Details:**

1. STAFF

The Testing Center proposes to hire and train eight (11) proctors to cover the anticipated volume during midterms and finals. The proctors will be paid at the rate of $15.00 /hour. The Boca Office for Students with Disabilities (OSD), Davie Office of Diversity Services (ODS), and Jupiter Diversity Student Services (DSS) are proposing to hire seven (7) proctors to cover the anticipated volume during midterms and finals for students with disabilities. The proctors will be paid at the same rate.

1. TIMEFRAME

Proctoring services will be provided during two-week windows during midterms and finals. The total number of hours per semester for both midterms and finals is 988 hours for the Testing Center and 352 hours for Office for Students with Disabilities (which includes Davie ODS and Jupiter DSS).

1. LOCATIONS

Testing for other services is already available at the Boca Raton, Davie, and Jupiter campuses.

Locations for proctored testing will include:

1. Boca Raton Testing Center
2. Davie Testing Center
3. Center for Teaching and Learning (Boca Raton)
4. Jupiter (TBD)
5. Boca Office for Students with Disabilities (OSD)
6. Davie Office of Diversity Services (ODS)
7. Jupiter Diversity Students Services (DSS)

1. SEATS AVAILABLE
2. Boca Raton: 96 seats
3. Davie: 25 seats
4. CTL: 38 seats
5. Jupiter: **Will need 10 seats**
6. Boca OSD: 15 seats (including 5 seats in an isolated setting)
7. Davie ODS: 3 seats (including 1 seat in an isolated setting)
8. Jupiter DSS: 3 seats (including 1 seat in an isolated setting)
9. HOURS:
10. Boca Raton: Monday-Friday, 5:00 p.m. – 11:00 p.m.; Saturday, 9:00 a.m. to 1:00 p.m.
11. Davie: Monday-Friday, 3:00 p.m. – 9:00 p.m.; Saturday, 9:00 a.m. to 1:00 p.m.
12. CTL: Monday-Friday, 8:00 a.m. – 11:00 p.m.; Saturday, 9:00 a.m. to 1:00 p.m.
13. Jupiter: Monday-Friday 5:00 p.m. – 9:00 p.m. ; Saturday, 9:00 a.m. to 1:00 p.m.
14. Boca OSD: Saturday-Sunday, 9 a.m. – 6 p.m.
15. Davie ODS: Saturday-Sunday, 9 a.m. – 2:30 p.m.
16. Jupiter DSS: Saturday-Sunday, 9 a.m. – 2:30 p.m.
17. BUDGET
18. The budget is based on the information provided above and will be adjusted based on demand.

Eight (11) proctors at $15.00/hour with an added 1.0765 (FICA) = **$16.15/hour**

988 hours/semester X $16.15/hour = **$15,956.20**

Proctors for spring, summer, and fall = **$47,868.60**

Recurring scheduling program costs = **$480.00**

1. The budget is based on the information provided above and will be adjusted based on demand.

The budget for Boca OSD, Davie ODS and Jupiter DSS is:

Seven (7) proctors at $15.00/hour with an added 1.0765 (FICA) = **$16.15/hour**

352 hours/semester X $16.15/hour = **$5,685.00**

Proctors for spring, summer, and fall = **$17,055.00**

1. Coordinator for E Learning

This person’s primary responsibility will be to work with the instructors to ensure the scheduling of tests. He or she will work with the scheduling program to ensure that instructor courses are loaded and visible to the student. This person will also process any requests from students wishing to test at a non-FAU testing center (both in state and out of state). This person will create a formal process to securely deliver the exam to non-FAU testing centers. This person will also be part of managing the extended hours for mid–terms and finals.

Salary and benefits 35,000 salary + 10,150 benefits = **45,150.00**

**Testing and Evaluation - TOTAL initial cost (year 1): $93,018**

**Boca OSD, Davie ODS, and Jupiter DSS - TOTAL initial cost (year 1): $17,055.00  
TOTAL cost year 2 and beyond: variable, depending on demand and volume**