**Fast Facts for Faculty:**

***Proctored On-line Testing at FAU for e-Learning Students***

Faculty are responsible for:

1. Creating and posting the exam on Blackboard.
2. Requesting testing services from Testing and Evaluations (see below).
3. Providing students with testing guidance.
4. Approving/denying late or no-show students for rescheduled testing; handling “testing irregularities”.
5. Creating and posting the exam.

* All exams need to be posted on Blackboard, in a test builder compatible with Blackboard.

NOTE: Exams built in programs other than Blackboard or Respondus are not supported by OIT. If students have trouble accessing an outside test site, our staff cannot help them.

* Exams must be password protected and have a defined time limit.

1. Testing requests. The following is needed in order *to ensure the integrity* of the testing process:

* A completed eLearning Testing Request form submitted to the e-Learning Testing Coordinator ([kbishopmora@fau.edu](mailto:kbishopmora@fau.edu)); “cc” the test center director ([fpatter2@faud.edu](mailto:fpatter2@faud.edu)), no later than the end of mid-terms of the semester prior to the requested support.
* A completed testing request form for students you have approved for exam *rescheduling*.

1. Student guidance. There are several sources for you to use to provide guidance to the students.

* Our Testing and Evaluation guidance will be attached to your testing request confirmation.
* Important reminders will also be posted on the Testing and Evaluation web page (www.fau.edu/testing).
* Students may call us at 561.297.3160.

Key points for you to know*:*

* *If your student is ill* and/or running a fever, or in need of tissues, cough drops, or water, *have the student* *reschedule* for a healthier day.
  + Our facility is a *professional test center*, not a classroom. Your students may be sitting very close to others taking professional certification exams.
  + We cannot allow those kinds of items in our test rooms.
* Students *must* have a *valid picture* ID with them to test.
  + The name students use for test scheduling online must be spelled *exactly* like their ID.
  + Acceptable IDs: OWL card, driver’s license, passport, military ID, or other state or federal government issued ID.
* Students receive an appointment confirmation via email, which should be retained as evidence of the appointment.
* Our scheduler will not let students register less than 48 hours before the desired time.

*(At 1:59 PM on Tuesday a student will see a 2:00 PM appointment for Thursday; at 2:01*

*PM on Tuesday that same Thursday 2:00 PM appointment will not show as an option.)*

1. “No shows”, “too lates”, and other “testing irregularities”.

* Students *must* arrive *30 minutes* *before* their test appointment
* Students who know they cannot make their scheduled time must contact their instructors.
* S*tudents must get the instructor’s permission* to reschedule.
* If you approve rescheduling, email the testing request information as above.

*(Students cannot reschedule tests online; the program does not allow this).*

* “Irregularities” include missed appointments, suspicious or disruptive behavior, and unauthorized items in the test room.
  + Testing and Evaluation staff will prepare and send an incident report to the instructor.
  + Disruptive students will be immediately removed from the test site.
  + Unauthorized materials in the testing room will be confiscated and turned over to the instructor.