

## Center for Teaching, Learning and Extended Studies

### ASSESSMENT CENTER UPDATE - Spring 2017

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Welcome to the Spring, 2017 Semester! The Assessment Center provides test proctoring services to support the instructional efforts of the university. We look forward to serving students and faculty throughout the year. The following are a few reminders/updates regarding center procedures/operations.

#### ASSESSMENT CENTER INFORMATION

- Location: AT&T Lab, 3<sup>rd</sup> Floor, Belcher Hall
- Hours: 8:45am - 5:00pm EST Monday - Friday  
*Please note: \*Times are subject to change when test items are over 50 questions and during midterm and final exams.\**  
*\*Students must arrive at least one hour prior to closing in order to begin an exam\**
- Contact Information: Robin Anderson, Assessment Center Supervisor  
[rande28@scsu.edu](mailto:rande28@scsu.edu)

#### FACULTY UPDATES

##### SCHEDULING A PROCTORED ASSESSMENT

Notification of proctored assessments *MUST* be submitted at least **one week** prior to ([rande28@scsu.edu](mailto:rande28@scsu.edu)) the test start date. Once the request has been received, faculty will receive an e-mail confirming the assessment has been scheduled.

##### ADMINISTERING A PROCTORED EXAM

Due to technology limitations the center is requesting instructors administering tests over 50 questions without multiple attempts to not use the Force Completion option when creating assessments in Blackboard Learn. Activating this option disables the auto save feature in BB, as a result in the event of hardware/software issues students will have to start the test over from the beginning.

##### WAYS TO CURB CHEATING

The Assessment Center administrative staff strongly encourage faculty to consider the following guidelines when administering PROCTORED exams using Blackboard Learn 9.1:

- Timed Assessment – assign due dates
- Force Completion – one login only (except for exams containing 50+ questions)
- Randomize questions
- Set questions to appear one at a time
- NO MULTIPLE ATTEMPTS
- FEEDBACK (INCORRECT OR CORRECT RESPONSES) APPEAR ONLY AFTER TEST CLOSES

***\*\*The assessment center staff reports all testing violations to the designated faculty member. Disciplinary actions are at the discretion of the faculty member. \*\****