

# SC State University Assessment Center

## Test Proctoring Procedures

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Overview: The Assessment Center provides test proctoring services for online and web-enhanced courses. The following procedures are intended to ensure the integrity of the testing process.

Procedures:

1. Faculty may schedule a proctored examination by contacting Mrs. Robin Anderson, at [rande28@scsu.edu](mailto:rande28@scsu.edu) at least one week prior to the desired test date. Faculty must provide the title and section number of the course and number of students enrolled.
2. Once the date has been confirmed, faculty may notify students enrolled in the course of the test date.
3. Upon entry into the Center, students must sign an attendance log.
4. To verify the identity of students taking a proctored exam, the Assessment Center requires students to present a photo identification. Expired ID cards will not be accepted. Acceptable forms of identification include:
  - college ID,
  - driver's license,
  - military ID,
  - passport,
  - a state or federal government issued ID card,
  - or students may come to the Assessment Center accompanied by an instructor who verifies student identity.
5. Students must place the approved ID in the labeled area (**ID Must Be Placed Here During Testing** indication on the lower right-hand side of the flat CPU) after being seated at the assigned computer designated by the proctor. The designated ID placement area is located closest to the student and proctors will continuously monitor students during testing to ensure academic integrity as well as ID security and verification.
6. The proctor assigns a student to a computer station and unlocks the computer using an administration login. The student is subsequently instructed to sign into Blackboard using a unique set of login credentials formulated at the time of initial enrollment to the university.
7. Students should not bring personal property to the Assessment Center.
8. Cell phones, iPads, iWatches and other mobile devices must be turned off and put away during an exam. Students caught engaging in behavior considered to be a violation of the Student Honor Code will be reported to the respective instructor.