

## Faculty Guidelines and Best Practices

The streamlining of these practices will benefit students and faculty by providing more efficient services while increasing the integrity of the testing environment.

### Faculty RegisterBlast Exam Submission

RegisterBlast Exam Submissions should be submitted at the **beginning of the semester, within the first 2 weeks**. The exam doesn't have to be attached to the New Submission, however the roster or individuals who will be testing along with your parameters needs to be included. You can submit your exams a minimum of **4** business days prior to your exam date. By following this guideline, allows for students to plan their semester accordingly as well as follow the **24 hours** in advance registration policy.

If a faculty member is requesting proctoring for individuals those individuals' names need to be listed in the open field when submitting the New Submission through RegisterBlast. If you are submitting a New Submission for an entire class a **class roster** needs to be submitted.

### General Exam Submissions

Faculty are responsible for activating and setting up web-based exams for the date and time of the required exam.

#### **Exam Preparation:**

For online and hybrid classes, prepare and provide any paper exams as an attachment or deliver materials such as scantrons to the Testing Center for all students taking the exam. To reduce face-to-face contact, Testing Services will print out paper/pencil exams as well as scan those exams to the professor who placed the exam submission.

Entire exam class proctoring is **only** offered for **online** and **hybrid** courses.

The students in an In-Person, Zoom, Zoom/In-Person course can do their **make-up exams** at the Testing Center. It is **recommended** those individuals take the exam using Respondus and **not** at the Testing Center.

The Testing Center will **not** give completed exams to anyone other than the instructor or administrative staff members. Please note who or whom you would like to have come to the Testing Center-Yuma Campus facility for pick-up. A valid ID is required for pick-up.

### Accommodations

Students will need to contact Accessibility Services that have **accommodated testing** for separate room, extra time, alternate test format or readers. This should be done at least **8 business days** in advance by the student. This will ensure the Testing and Accessibility staff have enough time to support the accommodation.

Faculty are responsible for adjusting time limits to reflect the accommodations in each individual student's web-based exam inside Canvas. The amount of time needed for this exam needs to be documented on the online new exam submission.

### **Testing Software/Web Applications**

Browsers: Chrome, Mozilla Firefox, Internet Explorer

Software: Canvas, Respondus Lockdown Browser **without cameras**, Pearson My Math Lab

*If you are testing students inside the testing facility there is **no need to use Respondus**.*

### **Test Pick-ups**

Faculty requesting special accommodations for pickup must include that information in their RegisterBlast submission.

### **Homework**

The Testing Center will **not** accept homework.

### **Scanning/Emailing Completed Exams**

The standard time frame for exams to be scanned to faculty is within **2** business days. This courtesy service may exceed the 2-business day turn around especially during peak times, such as midterms and finals. If you need your exams contact our office at 928-344-7641 or email us at [testing@azwestern.edu](mailto:testing@azwestern.edu).

### **ID Policy**

Students are required to have a valid and current identification to take their exams at any AWC testing site. Acceptable identification includes; AWC student ID, driver's license, a state-issued ID or a current High School student ID.

A faculty member may bring a student into the Testing Center to take an exam when the student does not have the appropriate ID.

### **Communication to Students**

Please consider using the following communication to your students:

Taking an exam at the Yuma Campus-Testing Center will require you to set an appointment through a system called RegisterBlast. There are two methods to scheduling your exam.

- Using the link, <https://www.registerblast.com/azwestern/Exam/List> you are able to follow the prompts and schedule your exam.

**OR**

- Logging into Canvas you are able to log into RegisterBlast with your institution credentials and then select your appointment.

You are only allowed to schedule **one exam date and time per exam**. It is important to schedule sooner than later as availability is **limited** and you must have a **minimum of 24 hours' notice** in order to schedule your exam.

***On your exam day*** you will be required to show your non-expired government issued or student **ID**, know the **Professors Name, Course Number** and **Section** when you arrive at the Testing Center.

### **Additional Information**

Student exams are by appointment only and can be scheduled online by going to the following:

- Click on the link, <https://www.registerblast.com/azwestern/Exam/List> and students can follow the prompts and schedule the exam.

**OR**

- Students can log into Canvas with their institution credentials and select the exam and then schedule their appointment.

Emergency situations will be addressed on a case-by-case basis to ensure we are serving our **students and faculty**.

Proctoring services in the Testing Center is on a ***first-come, first-serve*** basis. Seating is **limited** and, therefore, not guaranteed. To allow your students to successfully test on the day and time they want, the sooner faculty submit the online New Submission the sooner the student can secure their spot to take their exam. Please note: extended wait times may be experienced, especially during peak testing periods. Please plan accordingly.

Questions? Contact us!

### **Testing Services-Yuma Campus**

**Location:** Community College Building, 3C (Top Floor)

**Phone Number:** 928-344-7641

**Hours:** Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 9:00 a.m. - 3:00 p.m. **Remotely**-by phone and email only

### **Appointments required for all testing.**

For availability at the other Testing Sites call:

**Parker Learning Center:** (928) 669-2214

**Alicia Valdez San Luis Learning Center:** (928) 314-9449

**Somerton Center:** (928) 314-9464