

ASC Proctored Exam Procedures

Gordon Kelley Academic Success Center • Vines 202 • asc@uafs.edu • 479.788.7675

ASC Testing Policies:

- Tests can be administered for the current semester ONLY. Our preferred testing window is no longer than a two-week period.
- The ASC staff will verify the student's identification at the time of the exam and monitor test takers as closely as their other duties allow. Staff will not give a student an exam without a photo ID.
- Students who are taking exams may not use cell phones, smart watches, calculators, or materials that are not approved in advance.
- The ASC staff will notify faculty of any anomalies observed relating to the exam so that course instructors can take appropriate action.
- Any hardcopies of exams that have not been taken by the deadline and are still in the ASC at the end of the testing window will be returned via campus mail.

Faculty Guidelines:

- Please complete the appropriate test intake form to supply with the exam. This helps ASC staff proctor efficiently within the parameters set for the entire class.
- The exam time limit should not extend beyond the length of the full class period i.e. 50 minutes, 75 minutes, etc.
- The ASC can return the completed hardcopy test through campus mail or scanned and emailed, according to preference noted on the intake form.
- Exams and intake forms must be received by the ASC 48-hours prior to the student testing for staff to properly process the information. Hard copy exams and forms may be delivered or sent through interoffice mail.
- DO NOT bring the exam over with the student and expect the student to be able to take the exam immediately.
- Students may not bring exams to us and expect to test immediately.
- The ASC staff will scan a copy of each completed test to keep on file before returning hardcopies in case mail is lost or delayed. These scanned copies will be retained until two weeks after Finals.

Student Guidelines:

- Students seeking to make up an exam missed because of extenuating circumstances should first try making arrangements with their instructors before reaching out to us.
- Students must schedule an appointment no later than 48 hours before testing. Call 479-788-7675 or email asc@uafs.edu to make an appointment.
- Photo ID is required when arriving at scheduled testing time.

Full Online & Asynchronous Course Testing:

- Instructors should complete the Faculty Request for ASC Proctored Test Web/Make-Up Intake Form and submit it to ASC. Requests by email and/or interoffice mail are accepted.
- Multiple intake forms may be received at once if faculty is planning multiple tests. The ASC is not able to proctor final exams for courses at this time.

Make-Up Testing:

- A make-up exam is an exam that has already been administered by the instructor in which the student has missed or that the student cannot take at the regular time due to extenuating circumstances.
- It is a courtesy that the ASC staff proctors make-up exams; it is not a primary service that the ASC provides.
- The LAST day make-up exams will be proctored will be the Thursday before Finals begin.
- Make-up exams will be scheduled and given on Monday (7:30am-5pm) and Thursday (7:30am-8pm) of each week. Appointments may be scheduled to begin between 8am and 6pm.
- To help manage reasonable capacity, our preferred instructor limit is 10 make-up tests per CRN per semester, exceptions may be evaluated on a case by case basis.
- When at all possible, faculty should try making arrangements directly with the student prior to reaching out to the ASC for make-up exam proctor assistance.
- One form is required for each student needing a make-up exam.