

## Spring Semester 2021 ASC (In-Person) Testing Plan

- All tests will be by appointment only. The following operations schedule will be followed during the semester:
  - Monday, Wednesday, Friday: 7:30am – 5:00pm
  - Tuesday, Thursday: 7:30am – 8:00pm
  - Due to staff limitations, the ASC will not have Sunday hours of operation until further notice.

\*There is a temporary reduction of available testing appointment slots in response to COVID-19 safety restrictions. The ASC will provide notice of any schedule adjustments including weekends and/or evening openings for overflow testing as the demand arises.
- Types of tests proctored by the ASC:
  - Third-party test administration (e.g., Accuplacer, CLEP, MAT).
  - ASC does not proctor exams that are for other universities, including Correspondence and CLEP.
  - The ASC does not have the capacity to manage the work volume for administering Examity tests or final exams, at this time. Updates to this policy, if any, will be communicated as available.
- Options for faculty to request ASC proctors (in-person only):
  - Full and sync online UAFS course exams
  - Make-up exams
  - ASC does not have the capacity to proctor UAFS course exams remotely.
  - A request to provide proctor services must be made at least 48 hours prior to test date.
  - Testers are required to contact the ASC to schedule an appointment after instructor has sent test materials to the ASC.
  - Any missed deadlines are the responsibility of the test taker to contact professor for an extension, and reschedule with the ASC.
- Total testing slots available per each appointment time vary by test type, duration of test, and are as based on social distancing capacity guidelines for VB 202, VB 204, VB205, & VB206:
  - A total of 30 students per day can be tested in person in the ASC on Tuesday and Thursday with 20 students on Monday, Wednesday, and Friday. Total students tested per week – 120
  - If testing needs exceed capacity, additional testing space may be available outside the ASC, only if an additional proctor is available.
- Test Intake Forms
  - Instructors must provide a completed test intake form including number of students in course, testing window, and amount of time allowed for exam.
  - Forms may be submitted at the beginning of semester to notify the ASC of multiple testing dates for courses.
  - Testing windows for only one course per day will be allowed to end on any given day if the class is larger (or up to 40 students if courses are small in enrollment). Testing dates may have to be adjusted based on limited seating following social distancing guidelines. Test ending date determinations will be made on a first come first served basis and faculty will be contacted if changes are needed.
  - ADA test intake forms are to be directed to Dana Andreassen, Coordinator of Disability Services (ADA@uafs.edu). The ADA office is located in Vines 128. She will coordinate testing for these students.
- Screening students before they enter ASC
  - COVID-19 screening questionnaire will be used.
  - Students that appear ill or have a fever will be turned away and asked to notify their instructor and reschedule.
  - Students must have a photo ID.
- Student Requirements
  - Students should schedule an appointment no later than 48 hours before testing. Call 479-788-7675 or email asc@uafs.edu to make an appointment.
  - Students must arrive 5-10 minutes before their appointment and call ASC upon arrival to answer COVID-19 screening questions. Students will be provided cleaning wipe to clean their testing station before beginning to test. Students are required to wear a mask at all times in the ASC. We will provide masks to those without one.