



ROCKY MOUNTAIN
UNIVERSITY *of*
HEALTH PROFESSIONS

Learning Resource Center:

Testing Center Manual



Table of Contents

Rocky Mountain University of Health Professions Mission and Vision Statements	3
Purpose	3
Disclaimer.....	3
Facilities & Resources.....	3
ADA Regulations	3
Academic Accommodations.....	3
Scheduling.....	4
Scheduling Conflicts	4
Rules.....	5
Exam Day.....	5
Cheating.....	5
Works Consulted	6
Appendices.....	7
Appendix A: Testing Center Form.....	7
Student Form	7
Instructor Form	8
Appendix B: QR Code.....	9
Appendix C: Testing Center Images	10



Rocky Mountain University of Health Professions Mission and Vision Statements

“**The mission** of Rocky Mountain University of Health Professions is to educate current and future healthcare professionals for outcomes-oriented, evidence-based practice. The University demonstrates mission fulfillment through the quality of its education and success of its students in academic programs that develop leaders skilled in clinical inquiry and prepared to effect healthcare change.

The vision of Rocky Mountain University of Health Professions is to advance the quality, delivery and efficacy of healthcare.”¹

Purpose

The Testing Center’s purpose is to support the University’s mission and vision by providing a quiet, designated area for students to take proctored tests with the necessary accommodations required to facilitate success.

Disclaimer

This manual is a guide for the Testing Center. It is subject to revision at any time without notice. Please contact the Testing Center Coordinator (TCC) “if you have any questions or need clarification.”²

Facilities & Resources

The TCC oversees maintenance and will alert RMU facilities if modifications are needed. Please contact the TCC for resource requests (i.e. scratch paper). If no tests are scheduled and at the discretion of the TCC, it may be available as an extra study space.

ADA Regulations

The university is under no obligation to make academic accommodations “for a test, exam or other assignment”³ until the student contacts the university, fills out the proper forms, and is approved.⁴

Academic Accommodations

The TCC works directly with students who have approved academic accommodations to verify their accommodations are met. Students with academic accommodations have the responsibility to schedule

¹ Rocky Mountain University of Health Professions [RMUoHP], n.d.

² RMUoHP, 2018.

³ RMUoHP. Policy 1230, Academic Accommodations.

⁴ For more information, refer to the “Learning Disabilities/Physical Challenges” section of the Admissions Policies of the [University Handbook](#) (pp.60-62).



tests with the TCC. Once their proctored test requests have been approved, an email notification will be sent to faculty to inform them of the scheduled test time and request additional information if needed. Faculty (or others) cannot require students with academic accommodations to submit scheduled proctored testing times for their approval in order to take a quiz, exam, etc. If faculty (or others) have questions regarding students and their accommodations he/she/they will be referred to the ADA Compliance Officer (ADACO). Confidentiality is essential.

Scheduling

The Testing Center's hours are 8 am to 6 pm Monday to Friday. 5 pm is the latest a quiz or test can start. The TCC will "respond in a timely manner to requests for testing accommodations so as to ensure equal opportunity for individuals"⁵ with accommodations. A "timely manner" is a 24 to 48-hour period.

Students have the responsibility to reach out to their instructor if they will not be able to take the exam on the designated day or the ADACO if they need accommodations. Only faculty can request tests for students needing to make-up an exam, take it early, or request class proctored tests.⁶ Only students with approved academic accommodations can schedule their tests without faculty approval.

Faculty and students can request a proctored test in person, by email, or submit the *Request a Proctored Test* form online (<https://lrc.rm.edu/main/testing-center/>). The TCC will follow up with the instructor or student regarding schedule availability and will either approve the requested date and time or propose a new date and time. Once approved, the TCC will send email notifications to the student and/or instructor (requesting exam information, if not already supplied).⁷

Scheduling Conflicts

Tests are scheduled on a first come, first served basis. If a conflict occurs between test requests, the prioritization of tests is as follows:

1. Tests that have been scheduled in advance
2. Tests for students with ADA accommodations⁸
3. Tests for individual students who need to...
 - a. Make-up an exam
 - b. Take an exam early
4. Group tests for classes

⁵ U.S. Department of Justice Civil Rights Division, ADA requirements: Testing accommodations.

⁶ This service offered by Testing Center personnel is based on schedule availability. The TCC reserves the right to negate requests.

⁷ Password, exam duration, class, other information, etc.

⁸ To comply with federal regulation, names of test takers and explanations of priority regarding scheduling conflicts will not be disclosed.



The TCC will work with students and faculty to arrange a time that will be satisfactory for all parties involved.

Rules

1. Cellphone use is prohibited.⁹
2. All non-test-taking materials (i.e. cellphones, book bags, etc.) will remain outside under supervision of the TCC.
3. If (a) student(s) is/are caught cheating, it will be reported to the instructor.
4. “No visitors [or] phone calls... are allowed while a student is testing. If a restroom break is necessary, the proctor will retain the test materials. The proctor may escort students to and from the restroom to ensure test integrity.”¹⁰
5. If a student is more than 15 minutes late for his or her test and starting late will run into the proctoring of another scheduled test, he or she may need to reschedule their test for a later time. This will be determined at the discretion of the TCC.

Exam Day

On the day of the exam the student(s) will head to the LRC unless otherwise designated, and alert the TCC they need to take a test. The student(s) will be asked their name and identity will be verified. They will then be ushered into the Testing Center. The student(s) will be given the necessary instructions and test (if it's a hard copy). Students may bring their own blank paper that will be inspected by the TCC before the exam starts. The Testing Center will also provide blank paper for students to use if requested.

The TCC will hang the “Do Not Enter: Testing in Progress” sign and will proctor the student(s) by remotely monitoring the room's cameras.¹¹ This guarantees privacy and ensures cheating does not occur.

When the exam is over the student will turn in their exam to the TCC (if hard copy). The TCC will place their exam in a secure location until the designated person arrives to pick it up or will drop it off in a sealed envelope in the faculty's mailbox.

Cheating

Cheating is determined by the Student Academic Integrity section of the University Handbook.¹² If (a) student(s) is/are caught cheating, the circumstances around it and time it occurred will be noted and emailed to the instructor.

⁹ Unless otherwise permitted by the instructor.

¹⁰ University of North Texas [UNT], ODA testing center.

¹¹ See footnote 3.

¹² See the “Student Academic Integrity” section in the University Handbook.

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Appendices

Appendix A: Testing Center Form

Student Form

Instructions & Rules	Request a Proctored Test
<i>If you would like a proctored exam, please provide the following information (*). Upon submission, preview this tab to verify its completion.</i>	
Testing Center	
Are you a student or an instructor? *	
<input type="text" value="Student"/>	
Name *	
<input type="text"/>	<input type="text"/>
First	Last
Email *	
<input type="text"/>	
Reason for Request *	
<input type="text" value="Academic Accommodation"/>	
Preferred Date * Preferred Time *	
<input type="text"/>	<input type="text"/>
HH	MM
<input type="text" value="AM"/>	
Instructor Name *	
<input type="text"/>	
Course Name *	Course Number *
<input type="text"/>	<input type="text"/>
Additional Information	
<input type="text"/>	
<input type="button" value="SUBMIT"/>	



Instructor Form

Instructions & Rules	Request a Proctored Test
<i>If you would like a proctored exam, please provide the following information (*). Upon submission, preview this tab to verify its completion.</i>	
Testing Center	
Are you a student or an instructor? * <input type="text" value="Instructor"/>	
Name * <input type="text" value=""/> First Last	
Email * <input type="text" value=""/>	
Reason for Request * <input type="text" value="Academic Accommodation"/>	
Preferred Date * Preferred Time * <input type="text" value=""/> <input type="text" value=""/> AM HH : MM	
Course Name * <input type="text" value=""/> Course Number * <input type="text" value=""/>	
Student Name(s) Click (+) for each additional student in this request	
First Name <input type="text" value=""/> Last Name <input type="text" value=""/>	
Exam Type <input type="text" value="Test"/>	
Format <input type="text" value="Online"/>	
Password (if any) <input type="text" value=""/>	
Location <input type="text" value="Testing Center"/>	
Additional Information <input type="text" value=""/>	
<input type="button" value="SUBMIT"/>	



Appendix B: QR Code



Figure 1. "QR Code" a registered trademark of DENSO WAVE. Scanned with a mobile QR app or smartphone camera it links directly to the Testing Center Form for quick access.



Figure 2. Mini-poster on Testing Center door provides QR code for more visibility (i.e. after staff hours, on the weekends) for students and faculty to request proctored tests.



Appendix C: Testing Center Images



Figure 3. Front door of Testing Center from the Learning Resource Center.



Figure 4. Looking to the left from the right side of the Testing Center room. The camera provides a bird's eye view of each cubicle.



Figure 5. Looking to the right from the left side of the Testing Center room. Notice the second door of the Testing Center leads to a hallway; this door is to remain locked.



Figure 6. Each cubicle has two outlets.



Figure 7. The testing sign indicates when a test is in session.