Policies of the Testing Centers
(governing the Art & Sciences and East Campus Testing Centers)

The Arts and Sciences Online Testing Center in Room 127 Burnett was conceived and designed by the College of Arts and Sciences to provide a service to instructors. Funding is provided by the College and administered by the Center for Science, Mathematics and Computer Education, with an on-site coordinator. Student proctors are hired, trained and supervised through the Center for Science, Mathematics and Computer Education. There are approximately 60 computers available for testing.

The East Campus Testing Center in 218 Biochemistry is administered by the College of Agricultural Sciences & Natural Resources in cooperation with the College of Arts & Sciences. There are approximately 15 computers available for testing. Student proctors are hired and trained through the Arts and Science Online Testing Center Coordinator.

An extensive set of MapleTA training materials may be found at http://go.unl.edu/wbaresources. Training workshops are held on a regular basis. The personnel of the MapleTA Support Desk are eager to provide guidance and extensive assistance when technical difficulties occur.

Testing center hours are listed at http://go.unl.edu/wbatestingcenters. The schedule may be modified if appropriate. Summer hours are set each summer, according to need.

Conditions of the Testing Centers

- The testing centers are not quiet. Students may be distracted by typing noises, doors opening and closing, people walking to and from computers, chairs tipping over, proctors talking to students, etc.
- Students may need to wait in line as occasionally a testing center will reach capacity. Testing centers in general are busiest at the end of the day.

Testing Center Usage Expectations

Instructors wishing to make use of the testing centers should completely familiarize themselves with these policies. All policies were approved by the MapleTA Advisory Board on 8/14/2014.

Requesting Usage – All instructors planning to make use of the Testing Centers are required to submit a Testing Center Usage Request Form for approval prior to the start of the term for each class. The form will request the desired test dates and all testing procedures and requirements. The form is available at http://go.unl.edu/wbarequest. This information will allow us to plan for needed increases in server capability, testing center hours, and the number of proctors. Other classes will be scheduled accordingly so that we can provide optimal service. Receipt of the request will be acknowledged and any questions or concerns will be addressed. Although minor changes may be necessary, ultimately the request will likely be approved. Should test date changes become necessary, change requests must be made least 48 hours in advance of the change.

- Requests for testing center usage are presently approved on a First-Come First-Served basis.
- Tests are limited to two hours.
- Requests to have an entire class at one sitting are only allowed by exception.
- Only one attempt per test per student per day is allowed.
Regarding requests to hold final exams in the Testing Center: exam windows are required to encompass the date scheduled for the final exam in the Schedule of Classes and should start no earlier than the Saturday between Dead Week and Final Exam Week. It is the responsibility of instructors to comply with all university policies regarding Dead Week and Final Exam Week.

**Examination Format** – The Testing Center only administers computer-generated exams in the MapleTA web-based assessment program in the assignment mode called “proctored”. Practice tests and homework are not permitted.

The Web-Based Assessment Advisory board will consider requests to deliver exams in other web-based assessment programs. An application form requesting to make use of another web-based assessment package (requiring chairperson approval) is available at [http://go.unl.edu/wbaresources](http://go.unl.edu/wbaresources). Decisions on allowing other web-based assessment packages will be based upon the following criteria:

- demonstrated benefit to using this platform
- IP restriction or a password for each exam (or some other method of proctoring that ensures security)
- sufficient instructor and student support available, and
- usage of this platform must not have a substantial negative effect upon the efficiency of the present operation.

**Site Policies**

- Valid photo identification is required (NU student ID preferred).
- Proctors will only answer questions relating to the use of the MapleTA system. Students are advised to do the best they can and discuss concerns relating to test content with their instructor.
- By default, nothing is allowed at the computer station other than scratch paper. Calculators, electronic translators, and dictionaries may be used at the discretion of the instructors. Test aids, tables, etc. must be made available through links within the approved testing platform. Students are not allowed to have access to any programs or internet resources except through the approved testing platform. Note that our security software restricts access in the testing centers to most off-campus URLs.
- Student personal items must be kept out of sight.
- No student may leave the room and return to a test in progress. Exceptions are made if a proctor accompanies the student during the absence.
- Scratch paper is provided and picked up when exams are finished. Exceptions (students being allowed to retain scratch paper and deliver to their instructor) will be made in cases of known technical problems.
- Students are admitted to the testing center on a First-Come, First-Served basis with no exceptions.
- No new tests may be started after closing. Students have until half an hour after closing to complete exams in progress.
- All students are required to be in compliance with the UNL Student Code of Conduct found at [http://stuafs.unl.edu/ja/code/](http://stuafs.unl.edu/ja/code/)
- We reserve the right to deny access to students for problematic behavior.

**Expectations of Instructors**
Instructors will be members of the UNL web-based assessment listserv to enable efficient communication should any further communication regarding policies be required.

- Instructors will submit a Usage Request Form for each class each term before the first day of class.
- Instructors will be sufficiently familiar with MapleTA (or other web-based assessment software) to be able create their own tests in accordance with the policies stated above.

**Exam Verification at the Testing Center**

Testing center staff will conduct a thorough beta-testing of exams at the testing center (looking for software compatibility problems and missing plugins) in the following cases,

- An instructor will be giving an exam using a product (i.e. publisher’s materials) that has not been used at the testing center previously
- An instructor will be employing technology that is not commonly used at the testing center (e.g., a Music exam that contains audio samples)

Additionally, as a courtesy we will beta-test exams at the request of instructors. Such requests must be made by e-mail or phone and assume that all of the following conditions are met.

- the exam to be beta-tested has already been created
- the instructor (or instructional designer) has already done their own beta-testing of the exam
- the request is received more than 48 hours in advance of the exam going live

Testing center staff will communicate any detected deficiencies to the instructor as soon as they are identified and contribute to the solution of these deficiencies.