Fast Facts for eLearning Faculty
Proctored Testing for e-Learning Courses

The Testing Center staff is responsible for:
- Protecting the integrity of your exam.
- Verifying student identification, and insuring that he or she is authorized to test.
- Limiting testing aids (and other items) in the lab to those you permit.
- Providing a distraction-free environment for testing.
- Reporting testing irregularities.
- Assisting true distance learners with arranging testing at a non-FAU test center.

What we need from faculty to administer exams:
- Notifying the Testing Center of testing dates and class size within two weeks of classes starting.
- Completing a "Professor Submission" in our online scheduler. (This provides details about the exam.)
- Posting student instructions (we provide) on your course website, and emailing/posting student reminders about bringing their *OWL Cards* (the *only identification we accept*).
- Responding to testing irregularities within 30 minutes when reported to you by proctors. (*You must be available by cell phone during your exams).
- Approving/denying students' requests for rescheduling missed appointments. (However, students can reschedule themselves online during the test availability dates).

Exam Design Requirements:
- Create exams in the FAU learning management system, Canvas, or in platform that is linked to Canvas.
- Exams must be password protected and have a defined time limit.
- Exams must use a browser lockdown, such as Respondus or Pearson (or other publisher).
- Exams must NOT require a webcam.

Student Guidance:
- Important reminders and links to our online exam appointment scheduler are on the eLearning webpage: http://www.fau.edu/testing/all-tests/elearning
- Instructors will be sent the following student guidance to post on course websites: "Making Testing Appointments"; "Rescheduling or Canceling Testing at FAU"; "Testing at a Non-FAU Center".
- Students may email us at fautesting@fau.edu.

Testing "Irregularities":
- These include inappropriate student behavior such arriving more than 30 minutes late, suspicious or disruptive behavior, invalid ID or appointment registration, or unauthorized items in the test room.
  - No OWL Card, no test.
  - Student's must register for appointments using the exact name on their OWL Cards.
- Can also include website or internet disruption, fire drills, or student medical issues.
- Disruptive students will be immediately removed from the test site, and may be banned.
- Unauthorized materials in testing room will be confiscated, examined, and turned over to the instructor as necessary. *Testing and Evaluation will not keep valuable confiscated items.*
- Proctors will contact the instructor immediately, and follow-up with an irregularity report.