# FAU On-line Testing for e-Learning Students
# FAU Testing Center (SU 80 Room 210)

*Scheduling Testing at FAU Test Centers (Boca Raton, Davie, and Jupiter Campuses).* Midterm and final exams have evening hours available at all campuses.  However, tests must be scheduled so that they can be *completed prior to center closing time.*

***NOTE***:  You will need to bring your *valid picture* ID with you to the test center.  Acceptable IDs: OWL card, driver's license, passport, military ID, or other state or federal government issued ID.

## Step 1:  Get your appointment.
- Students will make appointments with our online scheduling software at least 48 hours before the desired test time and date.
- Students will receive an appointment confirmation via email, which should be retained as evidence of the appointment.

Go to [www.fau.edu/testing](www.fau.edu/testing) and click on E-LEARNING in the blue border.  Scroll down the page and choose the campus where you want to test (E-LEARNING:  BOCA RATON CAMPUS, etc. Bolded dates on the following drop down calendar indicate the available test dates.  A click on one of these dates brings up a list of available test appointment times. Clicking on a time produces a box to record your registration information.

***NOTE***:  Register using the *exact same spelling of your name* that is on your picture ID.  If your registration name and ID do not match, you will not be able to test.  NO EXCEPTIONS.

## Step 2: Show up on time, with needed materials.
- Plan your route to the test center to arrive *at least 30 minutes prior to test start time*.
- Bring your valid photo ID.
- Bring your confirmation email.

    DO  NOT bring a calculator unless your instructor tells you to do so.
    Cell phones cannot be used as calculators

## If You Miss Your Testing Appointment or Arrive Late…

You must get permission from your instructor to reschedule.  If permitted, the instructor will communicate this to the testing coordinator who will email you to reschedule.

## What to Expect From a Proctored Test Center.

- A quiet, distraction-free place for you to take your exam.
- An ID check to ensure you are who you say you are; that you are eligible to test.
- Restrictions as to what you can bring into the testing room (see below); storage for some of these items.  Travel light.
- The materials and equipment you need for the exam, including scratch paper and pencils, if authorized in writing by your instructor.

- A secure exam room to ensure that you--and not someone else--do the work.
- Access to needed URLs/online tests; restrictions from accessing unauthorized websites.
- Needed exam passwords.
- Collecting any provided paper materials when you are finished.

### *Items Restricted From the Testing Room.*

These items must be left outside of the testing room in secure storage.
- Watches.
- Wallets/handbags/backpacks and all related valuables (including sunglasses).
- Cell phones and any other electronic devices.
- Food and drinks (includes candy, gum, cough drops, mints, water, etc...)
- All papers, books, pens, and pencils unless authorized in writing by your instructor.
- All clothing (sweaters, jackets, etc.) not being worn.  (If worn, they must be zipped or buttoned while in testing.)
- Hats.

### *Missed Appointments, Suspicious or Disruptive Behavior, and Unauthorized Items.*

- Disruptive students will be immediately removed from the test site.
- Unauthorized materials brought into the testing room will be confiscated, inspected and turned over to the instructor.
- Testing center staff will send an incident report to the instructor.

## What to Expect From Instructors

Instructors design and post exams, and send to *Testing & Evaluation*…
- Instructor's name.
- Course name and number.
- Test name and password.
- Name of program and company in which the test is built.
- Test duration.
- Dates the test will be available online ("window of availability").
- Total number of students testing.
- Names of students authorized to test.
- Materials permitted in the testing room.
- Required special accommodations.

Instructors work directly with *students* to…
- Announce exams and whether or not they need to be proctored.
- Provide guidance on online testing.
- Approve any requested deviation from information sent to Testing & Evaluation (above).
- Approve exam rescheduling.