

VALENCIA COLLEGE

Guidelines and Best Practices for Academic and Assessment Testing

Valencia's Testing Center Advisory Group **T.A.G. (Testing Advisory Group)** created these standardized guidelines and best practices to be used by *Downtown, East, Lake Nona, Osceola, Poinciana, West, and Winter Park* Testing and Assessment Centers. Operations and business hours are streamlined collegewide for fair and efficient practices; our purpose is to promote the integrity of all testing processes within our testing environments.

Faculty Hub (*for process and updated campus hours of operation*)
<https://valenciacollege.edu/students/assessments/faculty-hub.php>

Proctor Services

- **Make-up exams**
 - face-to-face
 - Mixed mode
- **Assessment Exams**

Testing and Assessment Does not proctor

- Complete Class Testing
- **Online** Course Students
 - **Exception:** Students enrolled in any course setting with ADA accommodations that require private rooms, or special equipment not available in the classroom

Honorlock

Valencia's interface for faculty teaching **online** courses

Course exams

- Send Test Referrals via Register Blast
- **One business day** before exams start date
 - Attach all necessary materials to test referrals
 - Exam materials may be sent via interoffice mail.
 - Faculty handle supplying paper exams

Contact [Valencia College Print & Design Team](#) for exam copies. Test materials can be sent directly from the Print & Design departments to the right testing center as shown on their order form. Faculty using

Osceola, Lake Nona, Poinciana, and Winter Park should see their departmental office for test preparation aid.

Software & Web Applications

Our computers are equipped with testing software and applications installed by **O.I.T.** (Office of Information Technology). In addition, Valencia's **O.S.D.** (Office for Students with Disabilities) supplies **O.I.T.** with all current ADA software. **O.S.D.** schedules all installations with **O.I.T.** Office for Information Technology. *ADA software is also installed on Learning Support Center's computers.*

Faculty Requests for Software Programs or Applications

Requests for new software or applications for Testing Center computers should be directed to **O.I.T.** (Office of Information Technology). **Please note:** Department Deans and O.I.T should approve all installation. Also, installation could take several weeks. Department Deans and O.I.T should support all buildings.

Internet Browsers, Programs & Assessment Platforms

- Google Chrome
- Mozilla Firefox

Accuplacer; ATI (TEAS); College success; Florida Statewide Assessments; Microsoft suite/365; Pearson Vue; Unify (CLEP); Zoom

A.D.A. Accommodations

Faculty handle adjusting time limits to reflect any accommodations in a student's web-based exam. Contact the [Center for Teaching/Learning Innovation](#) on your campus for aid.

Exam Time Limits Required

Faculty handle setting time limits on **all** exams. **Unlimited time on exams is not allowed** as all sites are appointment-based.

Scanning/Emailing Completed Exams

Check your campus's Testing Center for current practices. The standard timeframe for exams to be returned via interoffice mail or scanning to faculty is within one business day. ***This is a courtesy service and may not be available at each campus.***

ID Policy

Students must have valid and current identification cards. Testing Centers require either a **Valencia College Student VID, University of Central Florida U.C.F. Student ID, Driver's License, Military ID, Passport, or State-issued ID.**

Before an Exam

Send your exam via Register Blast one business day in advance. Testing centers approve exams within 24 hours. Once an exam is approved, your student can make an appointment.

Student Instructions for testing:

Register for an exam appointment in the Register Blast instructions.

Student Appointment Link: <https://valenciacollege.edu/students/assessments/course-testing.php>

Exam Day:

- Appointments are based on your scheduled time via Register Blast, so be on time
- Know your instructor's name, course, and exam information
- Bring a valid and current identification card. We accept *Valencia College Student VID, University of Central Florida U.C.F. Student ID, Driver's License, Military ID, Passport, or State-issued ID*
- Exams will not be administered one hour before closing time

Emergencies

(walk-ins, online students) will be addressed case-by-case to supply consistent services to our students and faculty

Academic Dishonesty

A student found cheating is asked to stop their exam, sign out and contact their instructor.

Proctors will send an **incident report** to the instructor and their dean. All items of proof (screenshots, notes, etc.) will be included with the information.