

University of Illinois Springfield

Testing Services Guidelines for Faculty

Testing Services offers test proctoring for make-up and online course tests only. Testing Services is not able to proctor tests or exams for regularly scheduled on-ground or blended courses; instructors should plan to proctor their own tests or make arrangements through the department or with colleagues in the event of the instructor's illness or absence.

Hours for testing are listed below, excluding holidays and breaks. Please coordinate with Testing Services (extension 68114 or testingservices@uis.edu) to ensure that the testing lab is available and is able to meet your needs for the number of students testing.

For group testing in online courses, instructors may reserve time in the testing lab. For individual make-up tests and online course tests, students are responsible for scheduling their own exam time. Instructors cannot reserve individual desks for their students.

Students must allow themselves the allotted time to take the exam within the scheduled testing hours.

Testing Services Hours

During the school year:

Monday – Wednesday and Friday 9:00 a.m. – 5:00 p.m.

Thursday 9:00 a.m. to 6:30 p.m.

Hours open will be extended during midterms and finals weeks.

(Times indicate exam start times)

Summer hours:

Monday – Friday 9:00 a.m. – 5:00 p.m.

Testing Services Instructions

1. Faculty must fill out the test instruction form
 - a. [Testing Services Form](#) (you can also email testingservices@uis.edu for link to form)
 - b. Forms may be printed and sent through campus mail to:
MS HRB 80/Attn: Sharon Mather
 - c. Forms may be dropped-off to Testing Services: HRB 112
 - d. Instructions may be submitted in an email to: testingservices@uis.edu
If emailed, include:
 - Your name
 - Course number
 - Student's name or students' names
 - Type of exam (online or make up exam)
 - Open or closed book
 - Time limit for the exam
 - Deadline to complete the exam
 - What items are allowed in the room with the student during the exam (course notes, note cards, calculators, other materials)
 - How you want to receive the completed exam (pick-up/delivery by hand, electronically, through campus mail, or through the U.S. Postal Service)
2. Test must be received at least 24 hours in advance of the test time
 - a. Email the test to testingservices@uis.edu
 - b. Deliver the test to HRB 112

Information to be Communicated to Students by Faculty

Faculty members are responsible for communicating the following student behavioral guidelines.

Students must bring a current Government-issued photo ID (driver's license, passport, state or federal ID, military ID) or their UIS Student ID card.

While testing, if evidence is found or an observation has been made in regards to cheating, testing will be immediately stopped and all materials confiscated. Testing staff will notify the instructor at the time of the incident. Thereafter, decisions regarding further action associated with cheating will be deferred to the instructor.

Behaviors during testing that will involve the student's dismissal from testing services include but are not limited to:

- Using a cell phone
- Using unauthorized aids (such as iPods, iWatch, recording devices)
- Giving or receiving assistance
- Disturbing other testers or behaving inappropriately
- Bringing food or drink into testing services
- Communicating about the test with any person other than the test proctor or Testing Services staff
- Removing any part of the test
- Not turning in scrap paper
- Not turning in all testing materials
- Working longer than permitted
- Refusing to adhere to faculty or Testing Services staff directions
- Any other behavior that is deemed inappropriate by the Testing Services staff

Academic integrity violations should be dealt with in accordance with the UIS Academic Integrity policy. Testing Services staff will provide documentation of incidents in the testing lab when requested by faculty, the Academic Integrity Committee, or hearing panels.

Accommodations for Disability

Testing Services provides accommodations for students with disabilities. Disabilities may include, but are not limited to: Psychological, Health, Learning, Sensory, Mobility, ADHD, TBI, and Asperger's syndrome. In some cases, accommodations are also available for shorter term disabling conditions such as severe medical situations. Accommodations are based upon underlying medical and cognitive conditions and may include, but are not limited to: extended time for tests and quizzes, distraction free environment for tests and quizzes, a note taker, interpreter, and FM devices.

Students who have made a request for an academic accommodation that has been reviewed and approved by the ODS will receive an accommodation letter which should be provided by the student to the Testing Services staff as soon as possible.

For assistance in seeking academic accommodations, students should contact the UIS Office of Disability Services (ODS) in the Human Resources Building, Room 80, phone number 217-206-6666.

Testing Services staff does not have the ability or capacity to evaluate individual cases regarding test anxiety, English comprehension, or diagnosing disabilities.

*Sharon L. Mather
Coordinator of Testing Services*