



## Office of Accessibility Services

### Academic Testing Center: Frequently Asked Questions for Faculty

#### What is the Academic Testing Center?

The Academic Testing Center provides a distraction reduced testing area for students with the dual goal of maximizing student performance while maintaining test integrity. In addition to our large testing space where we can accommodate up to 30 students, we have two rooms specifically for students who may need assistive technology, low light, scribes and/or readers. We strongly recommend faculty use the Testing Center for students with testing accommodations. The ATC is on the third floor of the Unistructure in suite M34.

#### What students are eligible to use the ATC?

The ATC supports students with testing accommodations such as extended time, distraction free spaces, alternate testing location, use of a scribe or a screen reader as well as students who miss in-class tests due to illness or team travel. We do not provide proctoring for in-class tests.

#### How will test integrity be safeguarded?

**There are three mechanisms that protect test integrity:**

**1. Test handling:** Faculty can deliver hard copy tests via the secure ClockWork portal or in person. In addition, there is a secure after hours drop box located to the right of the Testing Center's door. Testing Center staff will print out hard copies of tests submitted via ClockWork. Professors will note how they would like hard copy tests to be returned to them in the ClockWork portal. We can scan and return tests via email, or they can be picked up at the Testing Center. Currently there is no way to return tests via



ClockWork. Hard copy tests are secured in a locked filing cabinet, only accessible by professional staff. Student workers and test takers are not permitted to handle tests.

**2. Prevention:** Students are not permitted to bring any personal belongings into the testing room save those approved by the professor in advance, (e.g., a calculator, formula sheet, scrap paper). Lockers are used to store student belongings and all testing materials such as paper, pens and pencils are provided by the ATC. With a dedicated rest room in the ATC suite, students will not have to leave the ATC to tend to their personal needs. Students for each testing block are read a standardized script which reviews all ATC guidelines and rules – this ensures all students are given the most up to date information in a way that is standardized.

**3. Monitoring:** Students take their tests in a room with active monitoring and ongoing video surveillance. Proctors actively monitor the room and cameras during all testing sessions.

## How do I support students using the Testing Center?

1. Students must initiate the process and schedule their tests through the ClockWork Portal or in person a minimum of two business days in advance. You will receive an automated email from ClockWork when a student books a test for your class. For tests booked further in advance, you will receive a reminder email one day ahead of the exam noting that a student has scheduled a test. These reminder emails will list all your students who have booked a test in the ATC on the date identified.
2. Upon receipt of the initial email, navigate to the ClockWork portal and sign in using the “Instructor Log In” icon. You can also use the link located here: [ClockWork Instructor Log In Page](#) . ClockWork uses a single sign on feature, so if you are already logged into the My Bryant portal, you will not need to login again.
3. This leads you to a page with the tab “Courses”. Select “Courses” and you will be taken to a list of your courses for the current semester.
4. If you see a yellow star next to the words “Tests and Exams”, one or more students in that course have registered to take their test in the Testing Center. Clicking on Tests and Exams will take you to a page with your course and test information. Click on Confirm/Edit.



5. This will take you to the Testing Wizard where you will complete the “Test Information” form. For Paper and Pencil tests, you will have the opportunity to upload your test through the ClockWork portal – alternatively you are welcome to drop your test off in person or use our secure after-hours drop-box located to the right of the ATC door. If your test is on Canvas or other online portal, you will indicate that on the “Test Information” form. The ATC highly recommends that instructors use Lock Down Browser or Proctorio secure online testing platforms for all online exams. If you do use one of these platforms, please indicate this on the Test Information Sheet by using the drop down menu.
6. Once you have completed the process for confirming your test, click on “Submit Changes” and your student is ready to take their test in the Testing Center.
7. Note that you will receive reminder emails from the ClockWork system one day ahead of your student testing. We ask that faculty complete the registration process in ClockWork no less than one business day prior to the test date. Incomplete Test Information Sheets will result in students not being able to take their test at their scheduled time.

## **How is my hard copy test returned?**

After your student completes the test, it will be returned to you in one of two ways. It can be picked up at the ATC by you or your designee (students are not permitted to be designees) or scanned and emailed to you. Please note we cannot scan Blue Book exams or scantron sheets. You will indicate which of these return methods you prefer when you complete the Test Information Sheet.

## **How will students schedule their tests?**

Students will schedule their tests via the ClockWork portal, within the date and time parameters set by the professor. Students must book their tests no less than two business days prior to the testing date. Students wishing to book on a shorter timeline must have written permission from their instructor in order to book their tests.



## **Am I required to use the Testing Center for students?**

No. It is between the professor and the individual student to determine where the student will take classroom tests. If you and a student with testing accommodations choose to arrange for the extended time, alternate testing location, and distraction reduced environment on your own, that is fine. Please do not ask students with testing accommodations to work on their test in the classroom.

Please note that it is the student's responsibility to request to use their testing accommodations ahead of an exam. Faculty is not obligated to provide testing accommodations to students who do not request to use their extra time and/or separate location a reasonable amount of time prior to an exam.

## **Must I approve all exam bookings?**

No. You are not required to automatically approve all student exam bookings. If a booking was made without your consent, is outside of the permitted testing dates or is simply not appropriate, you are free to decline the request. Please inform the Testing Center if you do not approve of a testing appointment. We will cancel it, and inform the student. The student will be referred to their faculty member to reschedule.

## **How can I assist students in using the Testing Center?**

When announcing a test, please make an in-class announcement asking students with testing accommodations to book their test through the ClockWork portal. Students must do this no less than two days before the scheduled testing date. Students seeking to book tests on a shorter timeline are required to come to the ATC and book their tests in person given written permission from the instructor. We do not accept bookings over the phone or through email.

## **Suggested syllabus statement regarding use of the ATC:**

The Bryant University Testing Center provides a designated space for students to complete exams in a quiet, secure, and equitable environment. It can also be used for make-up exams. Students must inform their professor in advance if they're going to need to use the testing center. Students must book exams two business days prior to taking the exam.



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If the student is allowed the opportunity to make up an exam, the professor will set a reasonable time period in which the student can complete the exam. Failure of the student to follow the policies of the professor can result in losing the opportunity to make up the exam.

Students who anticipate using OAS-approved testing accommodations must notify their professor and book their exam with the Academic Testing Center. In the classroom, once an exam has begun, students with accommodations cannot retroactively ask for them to be implemented.

Using the testing center to get an unfair advantage on a test is a violation of academic honesty. Be aware that the testing center monitors test activity, both on screen and in the center, and verifies the identification of the student. The student who is taking the exam should be the student registered for the course to ensure equity and fairness in all grading situations.

## **When is the Testing Center open?**

The ATC is open from 7:45 AM to 5:00 PM Monday through Thursday with the first testing time being 8:00 AM. All tests must be completed by 5:00 PM. Fridays the ATC is open from 7:45 AM to 2:30 PM. All tests must be completed by 2:30 PM. Our goal is to support students with a variety of schedules. If you teach an evening course, please consult with our Testing Center staff to determine how we can support you and your students. For students needing to test outside of normal operating hours, please contact the Testing Center at least two weeks in advance. Operating hours and days for Final Exams will align with the Final Exam schedule.

## **How can I reach the Testing Center?**

There are multiple ways to contact the ATC. You can email us at [academictestingctr@bryant.edu](mailto:academictestingctr@bryant.edu) or call us at 401-232-6830. You can also reach out to the ATC staff individually by contacting Deb Arenberg at [darenberg@bryant.edu](mailto:darenberg@bryant.edu) or 401-232-6851 or Jay Caliri at [jcaliri@bryant.edu](mailto:jcaliri@bryant.edu) or 401-232-6853. Feel free to reach out if you have any questions or concerns. We look forward to working with you.