

**DISTANCE EDUCATION
DISTANCE TESTING PROGRAM
AUSTIN COMMUNITY COLLEGE**
Distance Testing Instructions Form

Office of Distance & Alternative Education • Austin Community College • Round Rock Campus
4400 College Park Drive • Round Rock, Texas 78665 • Phone: (512) 223.0419 • Email: de@austincc.edu

REVIEW DISTANCE TESTING PROCEDURES BEFORE COMPLETING THIS FORM: <https://tled.austincc.edu/faculty-support/distance-education/distance-testing/>

PART I: GENERAL USE INFORMATION

**PART I INDICATES WHICH SEMESTERS THE TESTING MATERIALS ARE AUTHORIZED FOR USE IN THE YEAR.
A COPY OF THE FORM IS NOT NECESSARY FOR EACH DT STUDENT: PLEASE SEND ONE COPY AS NEEDED FOR EACH SEMESTER/YEAR.**

COURSE INFORMATION:

Course #:	<i>(ex: GOVT 2305)</i>	Synonyms:	All	OR	Only Synonym #:
Instructor:		DL Mode:	ONL	HYD	Other:
Valid Semesters:	All Fall Spring Summer	Session:	16-wk	12-wk	1 st 8-wk 2 nd 8-wk
Exam Type:	Paper Online <i>(see Part IIB)</i>		11-wk 9-wk	1 st 6-wk 2 nd 6-wk	Other

PART IIA: TESTING INFORMATION

Number of Exams: _____ Retest (Yes or No): _____

SUPPLEMENTAL MATERIALS AUTHORIZED:

Instructor-designed Answer Sheet	Red Scantron	Green Scantron	Time Limit (if applicable):
Notes (# of pages:)	Thesaurus	English Dictionary	Foreign Language Dictionary:
Scratch Paper Ruled Paper	Basic Calculator	Scientific Calculator	Graphing Calculator
Other:	Additional Instructions:		

METHOD FOR PROCTOR TO RETURN COMPLETED PAPER EXAMS (IF APPLICABLE):

Return Exams by Mail to: <small>(For domestic students ONLY)</small>	Scan & Email Exams to:
Address:	Return Exams by Fax to:

PART IIB: ONLINE BLACKBOARD EXAM PASSWORDS

PART IIB REFERS TO EXAMS THAT ARE ADMINISTED ONLINE ON BLACKBOARD AND/OR ARE LOCKED DOWN THROUGH THE RESPONDUS LOCKDOWN BROWSER. THE INSTRUCTOR WILL NEED TO RETRIEVE THE EXAM PASSWORDS FROM BLACKBOARD IN ORDER TO ALLOW THE PROCTOR ACCESS TO THE EXAM.

Exam #1:	Exam #2:
Exam #3:	Exam #4:
Exam #5:	Exam #6:
Exam #7:	Exam #8:
Exam #9:	Exam #10:

Supplemental Online Exam Instructions:
(Include testing deadlines if applicable)

Instructor Signature: _____

Date Form & Tests Submitted: _____

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Expectations and Instructions for Proctoring Exams

Proctor Responsibilities:

- The proctor will provide the student with the information needed to fill out the Distance Testing request online at <https://online.austincc.edu/testing/> and notify the student of any fees or special requirements necessary for completion of the exams.
- The proctor will provide a confirmation of testing services on official letterhead stationery or email from the institution's domain if requested by Distance Learning.
- The proctor will provide the student with any supplemental materials authorized for the exams, as indicated on the Distance Testing Instructions Form, if not provided by the instructor or Distance Education (see page 1).
- The proctor will confirm the student's identity by photo ID. In the event that the exam is computer-based, the proctor will enter the Blackboard exam password provided on page 1 for the appropriate exam. The student should never have the password(s) or a copy of the exam materials unless otherwise specified by the instructor.
- The proctor will monitor during exam(s) to inhibit accessing other materials and/or the Internet.
- For online exams, the proctor will provide a record or screenshot of the student's internet history if requested.
- The student will not be allowed any breaks during testing.

Note: Online exams are often created using Respondus but it is not utilized for Distance Testing. Once a student logs into their Blackboard account and goes to the test, you can input the password. Ignore the Respondus warnings/errors. Do not attempt to download Respondus.

Student Responsibilities:

- The student will adhere to all deadlines, instructions, and restrictions required by the instructor as outlined in the class syllabus.
- The student will submit to all requirements and/or restrictions imposed by their chosen proctoring site and will make reasonable effort to schedule an appointment to take their exam in advance.
- The student will be responsible for paying any fees associated with testing. Austin Community College will not reimburse the student for paying said fees.
- Any student electronics other than those specifically allowed must be surrendered to the proctor for the duration of testing. No text messaging or phone calls will be allowed during the exam. In the event the proctor detects any scholastic dishonesty, the proctor will discontinue the exam and contact Distance Education immediately.
- In the event that the student must quit taking their exam due to an emergency, the student will need to contact their instructor to request a retest.
- If the proctoring site is unable to accommodate a reasonable timeframe to administer an exam(s) and/or meet the requirements listed above, the student will need to locate a new proctoring site.

Thank you for proctoring exams for our students. We look forward to working with you this semester. If you have questions please contact the Office of Distance & Alternative Education at de@austincc.edu or by phone at 512-223-0419.