

## MISSION STATEMENT

**Mission:** The John Wood CC Testing Room promotes student success by providing a quiet, secure area for administering tests.

*In this mission, we are guided by the professional best practices for proctoring published by the National College Testing Association.*

**Vision:** JWCC Testing Room Staff will “promote conduct that enhances a fair and secure testing experience and the validity of testing results.”

## GENERAL POLICIES

A monitored testing room is available on the Quincy Campus (Room B131) for make-up testing and testing in open learning courses. Testing for structured courses is also possible, subject to availability as determined by your department chair or director and the testing room supervisor (Becky Will, ext. 4527). Contact them for **prior** approval. The practice of class-wide testing is to be avoided except in emergencies.

### Administering JWCC Tests

Instructors will complete a Testing Room Instruction Form (found on the testing room web page) for each test to be proctored.

#### Structured Classes

- Make up tests – Instructors will leave tests for students who are allowed to make up a missed test with the appropriate instructions.
- Whole class – On rare occasions, instructors are allowed to put a test for an entire class to make up in the testing room. Instructors will provide a due date on the test and students are allowed to come in any time during this testing period.

#### Online Classes

- Instructors will provide the testing room with a password that will open the test for the student.

#### Open Learning Classes

- All open learning tests are administered in the testing room. Some are paper/pencil and some are password-protected online tests.

#### Placement Testing

- Walk-in – Enrollment Services/Advising staff will bring students to the testing room to see if space is available. Ordinarily, no placement test will be proctored the last two weeks of each semester because of the demands of final exams.
- Appointment – Students may call to make an appointment when referred by admissions.

#### Proctoring outside the testing room

- Nursing Department
  - Proctoring services may be provided in a computer lab at the request of the Nursing Department if staff is available. Emergency back-up staffing is to be provided by the Nursing Department.

- CNA – Certified Nursing Assistant competency evaluation written exam testing is given once a month and is coordinated by SIU. Online examinations have recently been added.

#### Administering Tests for Other Institutions/Outside Agencies

As a service to our district residents, the testing room may provide free proctoring for other institutions or agencies. Individuals/Students who wish to have a test proctored will make the appropriate contacts between the original institution and JWCC. The JWCC Contact is Becky Will, ext. 4527.

- Proctor Request Form – Students may provide a paper copy of a proctor request form that must be signed and sent back to the institution. Generally, it provides necessary testing information (name, address, etc.). Some proctor request forms may be handled via email.
- Completed tests – Completed tests are returned via email, fax, or postal mail as directed by the institution. Any special costs will be paid by the student.