

TESTING AND VERIFICATION OF STUDENT IDENTITY

UAC operates in accordance with HLC Policy Number: FDCR.A.10.050 *which states an institution offering distance education or correspondence education, as such terms may be defined in federal regulations, shall have processes through which the institution establishes that the student who registers in the distance education or correspondence education courses or programs is the same student who participates in and completes and receives the academic credit*

Holistically, each student, upon admission to the college, is assigned a permanent student number and a unique username. This unique username, coupled with a student managed password, is used in order to securely log in and gain access to the online course management system as well as the online student service registration and records portal.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring verification of student identity occurs in the course and to support academic integrity. Faculty hold the authority to determine the best method of student identification verification for their courses and may include:

- Use of anti-plagiarism software to evaluate written assignments.
- Use of proctored assessments. Assessments may be proctored by the instructor, through the campus testing centers, through approved off-site testing facilities, or a remote proctoring service. Proctors should verify student identity by review of student photo identification.

Faculty teaching either an online or hybrid course also have the autonomy to add additional layers of student verification at their discretion

Division Chairs are responsible for ensuring that faculty are aware of the identity verification process as part of academic integrity and responsible for ensuring that degree programs within their units comply with these provisions.

The Office of the Vice Chancellor for Academics is responsible for ensuring that there is college-wide compliance with the identity verification and academic integrity and is responsible for coordinating and ensuring that college level processes remain in compliance with policy.

Policy History:

July 13, 2020
July 9, 2018

TESTING CENTER PROCEDURES

PROCTOR GUIDELINES FOR STUDENT CHECK-IN

Nothing should be brought into the testing center except that which is provided by the testing center according to the instructors instructions per the testing center checklist. This includes paper and pens/pencils and cell phones.

Students are not allowed to test outside of the testing period without direct communication from the instructor to the testing center.

Check-in process should be conducted under video surveillance.

- Accessories, hats, and jewelry: Visually inspect accessories such as hair clips, headbands, and jewelry. Items such as watches and fitness wrist bands must be stored. Hats are not allowed during testing and must be stored.
- Ears: Ask tester to pull hair back if covering the ears so ears can be inspected for electronic devices.
- Eyeglasses: Ask tester to remove eyeglasses and place on a hard surface for visual inspection.
- Hoods and ties: Proctor should inspect hoodies and ties in full—inside of hoods, raise sleeves, and empty any hoody pockets. Hoods should be down during testing and not over the head.
- Arms: Ask tester to pull sleeves up to the elbows (or down if the sleeves are already rolled) so that you can inspect for notes, writing, or cameras and can visually inspect any tattoos.
- Pockets: Ask tester to turn all pockets completely out and show waist or belt area if it is not visible.
- Shoes: Visually inspect the candidate's shoes.

COURSE TESTING

Always complete step 1 and step 2 then follow procedures for either Online or Paper Exams

1. Student must present photo identification and sign in using sign in sheet.
 - Student ID
 - Student name
 - Course name
 - Exam name
 - Instructor last name
 - Time in

2. Proctor instructs student to place cell phone, smart watch, and any personal belongings in the appropriate location
- ONLINE EXAM:
 - Proctor instructs student to log on to a computer using student login
 - LOGIN: ua_ student id number Example: ua_12345
 - PASSWORD: first letter of first name capitalized, first letter of last name not capitalized, and full eight digit date of birth (MMDDYYYY) Example: Sw10191985
 - Student logs in to the computer and pulls up the course exam while proctor looks up exam password and exam instructions
 - Proctor verifies the student id and/or name indicated on learning platform matches information on student id
 - Proctor enters exam password then initials “STUDENT ID VERIFIED” on the sign in sheet
 - Student completes exam
 - Upon completion, student must exit browser and log off the computer
 - Student retrieves their cell phone and/or personal belongings
 - Student enters “TIME OUT” and exits the Testing Center
 - Proctor enters BB in “SENT BY METHOD” column on the sign in sheet
 - PAPER EXAM:
 - Proctor verifies student id, retrieves the exam and reviews the exam instructions
 - Proctor discloses any pertinent exam related information to the student and provides them the exam
 - Student finds an available spot at desk/table and completes exam while proctor initials “STUDENT ID VERIFIED” on the sign in sheet
 - Upon completion, student gathers any materials (scratch paper, calculators, etc.) and turns all in to proctor
 - Student retrieves cell phone and/or personal belongings
 - Student enters “TIME OUT” and exits the Testing Center
 - Proctor clips all testing materials together, puts exam in interoffice mail envelope, and places in “OUTGOING” pile
 - Proctor places all “OUTGOING” exams in interoffice mail at the end of the day and then enters “CM” (for campus mail) in the “SENT BY METHOD” column on the sign in sheet

SPECIAL CIRCUMSTANCE & OVERFLOW TESTING PROCEDURES

SPECIAL CIRCUMSTANCE TESTING

Students may be allowed to test in the Educational Resource Center at the discretion of the Instructor due to disability related testing accommodations or in the event the Testing Center has to close unexpectedly or schedule changes that will prohibit the student from being able to

complete the exam prior to deadline. In the event of special circumstances, the Instructor must make arrangements with Director of Educational Resources and provide a copy of the exam checklist to ensure guidelines are followed.

OVERFLOW TESTING

During Finals Week and other peak times, students may be allowed to test in the Educational Resource Center at the discretion of the Testing Center Coordinator/Proctor in the event the Testing Center is at maximum capacity. In the event of overflow testing, the Coordinator/Proctor must contact the Director of Educational Resources to ensure space is available and provide a copy of the exam checklist to ensure guidelines are followed.

- No currently enrolled UAC student may be allowed access to exams or passwords for exams.
- No currently enrolled UAC student may be allowed to proctor exams.
- All Testing Center procedures must be followed as stated above.

Procedure History:

October 23, 2023
June 22, 2020
May 21, 2018

TESTING CENTER CHECKLIST



Testing Center Checklist

INSTRUCTOR: _____	CAMPUS MAIL
INSTRUCTOR PHONE & EXT: _____	Type in Location Here
INSTRUCTOR CELL: _____	
INSTRUCTOR EMAIL: _____	
Which Internet Browser Do You Prefer: _____	
COURSE NAME: _____	BEGINNING DATE FOR TEST: _____
TEST NAME/NUMBER: _____	
PASSWORD: _____	ENDING DATE FOR TEST: _____
NUMBER OF PAGES: _____	
NUMBER OF PROBLEMS/QUESTIONS _____	
TIME LIMIT: _____	
COPY CODE: _____	HOW MANY COPIES NEED TO BE MADE: _____

TEST ADMINISTRATION	<i>Check</i>
<i>all that apply</i>	
CHECK PICTURE ID _____	
NO BOOKS _____	<u>How many students will be taking this exam</u>
OPEN BOOK _____	
NO NOTES _____	
NOTES ALLOWED _____	# OF PAGES ALLOWED _____
CALCULATOR ALLOWED _____	
CALCULATOR NOT ALLOWED _____	
ATTACH SCRATCH PAPER TO TEST _____	Notes: _____
DO NOT ATTACH SCRATCH PAPER TO TEST _____	
BLUE/BLACK INK _____	
ANY COLOR INK _____	
PENCIL _____	
TYPED _____	
DO NOT ALLOW SCRATCH PAPER	
SPECIAL INSTRUCTIONS	
AT THE END OF SEMESTER: _____ SHRED _____	KEEP FOR NEXT SEMESTER _____ RETURN _____
Notes: _____	

Procedure History:

June 22, 2020