

## **Rose-Hulman Academic Testing Center**

### Overview

The Rose-Hulman Academic Testing Center offers a wide range of exam taking options, accommodations for students with documented disabilities, and proctored make-up exams.

The Academic Testing Center ensures uniform administration, fairness, minimal distraction, and exam security for all users and observes the highest level of test standards.

Students are responsible for giving their professor sufficient advance notice of any testing needs. Faculty are responsible for providing the Testing Center with the completed testing form “Permission for Testing Services” and exam material.

### Location

The Academic Testing Center is located in the lower level of the Logan Library (L100G). The entrance is on the north side of the building, adjacent to the Learning Center. Three testing rooms with a total of 32 individual testing carrels, each equipped with a computer workstation, are available. Students may bring laptop computers if allowed by a professor. Security cameras and professional staff monitor testing.

### Hours

The Academic Testing Center proctors Rose-Hulman student exams Monday through Friday from 8:00 a.m. to 5:00 p.m. throughout each quarter. During final exams, the Center is open from 8:00 a.m. to 10:00 p.m. Special arrangements for course night exams are also available. Break and summer testing hours will be posted online.

### Night Exams (during the quarter)

The Academic Testing Center must be notified of the request for proctoring assistance at least ten days in advance of a scheduled night examination.

### Test Submission

To administer any exam, the Academic Testing Center requires faculty permission. The testing form, “Permission for Testing Services,” must be completed by the professor and should be submitted with the exam no later than 5:00 p.m. on the day prior to the testing day or 5:00 p.m. Friday if the testing day is a Monday. Contact the Academic Testing Center at 877- 8042 for any exceptions. The “Permission for Testing Services” form is available through a link (<http://www.rose-hulman.edu/media/82584/testing-form.pdf>) on the Learning Center Web site. Hard copy forms are available at the reception desk of the Academic Testing Center. Testing materials may be submitted electronically at [testingcenter@rose-hulman.edu](mailto:testingcenter@rose-hulman.edu) or in person at the Academic Testing Center (L100G). Once a test has been submitted to the Academic Testing Center, any changes to the test or testing instructions must be submitted in writing. To provide the most efficient and consistent testing services to the students, the Academic Testing Center

asks that professors be as specific as possible regarding the instructions and conditions under which exams are to be administered.

### Test Security

Tests will be stored in a locked file cabinet and will only be accessed by Academic Testing Center professional staff.

### Test Retrieval by Professor

The professor will be notified electronically when the student has completed the test. The faculty member or another department representative may retrieve the test from the Academic Testing Center. Exams will not be returned via campus mail.

### Disposal of Exams

Exams that have not been taken by a student will be shredded after 7 days, unless the Academic Testing Center is notified by the professor that the testing window has been extended.

### Student Responsibilities

Students must conduct themselves in a manner that exemplifies personal honesty and integrity.

Students are expected to

- Arrive on time for the scheduled exam. If a student is more than 15 minutes late, he/she may not be allowed to begin the test.
- Utilize the lockers provided in the testing area for all personal items. Cell phones must be turned off or at least muted.
- Check-in at the front desk.
- Bring and be ready to show Rose-Hulman Student Identification card or a valid driver's license. No student will be permitted to test without picture identification.
- Bring materials necessary for the test as authorized by the instructor (e.g., calculator, formula sheet, etc.). The Academic Testing Center has a limited number of calculators that students may borrow to take an exam.
- Use the restroom prior to beginning an exam. If a student needs to use the restroom during an exam, the student must ask permission from an Academic Testing Center staff member. Students must return promptly from restroom breaks. They will not be permitted to leave the lower level of the library during breaks from testing.
- Bring a snack if an exam lasts longer than four hours (if desired). The Academic Testing Center offers free bottled water and cereal bars during final exams.
- Be considerate of others by refraining from distracting behaviors such as tapping fingers or feet, reading aloud, humming, etc.

### Testing Procedures

- After the student shows proper identification, a member of the Academic Testing Center staff will retrieve the test for the student.
- A staff member will read and show the testing instructions to the student.
- A staff member will accompany the student to the testing area and note the assigned cubicle and time.
- If the student has questions during the exam, he/she may consult an Academic Testing Center staff member who will follow the professor's instructions regarding student questions.
- Once the student has completed the exam, he/she must return the test and submit all required materials to the reception desk.
- A staff member will file the exam, and the professor will be notified electronically that the exam has been completed.

### Academic Misconduct:

Academic Testing Center staff will notify the professor and/or the Dean of Students about any testing irregularities, attempts to breach academic integrity, and/or disruptive behavior. Students participating in academic dishonesty or displaying disruptive behavior may be asked to leave the Academic Testing Center.