Stark State College Test Center Faculty Guidelines

The Stark State College Test Center (M202) provides the following testing services for the Stark State faculty:

1. All Secure browser ANGEL testing. This is available to all instructors.
2. Whole-class paper, computer and online testing for W2, W3, and W4 only.
3. Individual student / make-up tests for students testing outside the classroom (except during Finals week).
4. Testing for online students attending other colleges / universities.

The Test Center is available for testing during the days that classes are in session. It is closed between semesters and on holidays.

General Test Center Policies and Procedures

1. Due to limited hours, please try to avoid ending tests on Saturday or Sunday. Ending tests on Monday or Tuesday would be helpful as they tend to be our light testing days. There are no Sunday hours Summer Session.
2. All tests must include the appropriate Test Center form. An Instructor Work Station is available outside the Test Center with all necessary forms. These forms are also available at http://www.starkstate.edu/testcenter.
3. Students/Student workers are NOT permitted to bring tests to or pick tests up from the Test Center.
4. Whole-class tests
   a. Instructors may utilize the Test Center for whole-class tests as described above.
   b. For whole-class tests instructors must set up a minimum two-day test window. The Test Center is unable to accommodate an entire class at one time.
   c. A Proctored Test Data Sheet and an up-to-date class roster must be provided with each test.
   d. Whole class paper tests materials should be handed to a Test Center Staff member directly or sent through interoffice mail. Instructor’s name must be on each paper test and Scantron sheets must be inserted in each test if used.
   e. ANGEL test information may be emailed to testcenter@starkstate.edu.
   f. Completed tests and out-of-date whole-class tests will be placed in the instructor’s completed test folder.
5. Individual student / make-up tests
   a. Make-up tests, with the exception of final exams, may not be given in the Test Center during finals week.
   b. The recommended test window for make-up tests is seven days.
      i. Out of date tests will not be given. Please notify the Test Center of any extensions.
      ii. If make-up test window dates are left blank, the test will not be given.
   c. Instructors may place make up tests in their folder or send them through inter-office mail. A separate Make-Up Test Data form must be attached to each test. In extreme cases an instructor may email make-up test materials to the Test Center.
   d. With the exception of DSS student please limit make-up tests to one per student per course at any one time.
6. Instructors should notify the Test Center of any missing tests immediately. The sooner the staff is notified, the more likelihood it will be found.
7. A written report will be made to faculty regarding any students either caught cheating or caught in questionable situations, and it is up to faculty to make an “Honesty in Learning” report regarding the incident.
8. The Test Center does not hand out take-home tests or homework.
Information Needed by Students

1. Please provide a copy of the Test Center Student Guidelines to each student (see our website). This includes hours of operation, picture ID requirement and Test Center rules.
2. Please ensure students know the instructor’s name, course name, testing window, and any materials allowed for testing.
3. If a student does not have an ID the Instructor may:
   a. Accompany the student to the Test Center to ID personally.
   b. Take a clear digital picture of the student’s face and email it to the staff at the Test Center to inform them that the student may test with this picture as the ID. This must be emailed from the instructor’s Stark State email address.
   c. Arrange for this student to test in the instructor’s office.
4. Each test is to be completed in one sitting. Restroom breaks are permitted.

Testing Problems

1. If a student encounters a problem with a test that the Test Center staff cannot answer or solve, the student will complete a situation report which will then be forwarded to the instructor.
2. ANGEL tests
   a. Instructors should make sure the security on all ANGEL tests is set to the highest security (secure browser). Instructors should always double-check all ANGEL test settings in all sections as Test Center staff is unable to fix incorrect settings.
   b. In the event an ANGEL test does not work, the Test Center staff will attempt to contact the instructor or eStarkState to help correct the problem.

Testing Aids

1. Calculators
   a. If students are permitted to use calculators, please indicate the type of calculator allowed. (Smart phones may not be used as calculators.)
   b. A limited number of scientific, graphing and financial calculators is available to lend to students in the Test Center.
2. Students are permitted to use only items that are listed on the Test Data form.
3. Please be detailed about notes, note cards, and formula sheets—what kind, how many, whether hand-written or typed, what size, etc. If formula sheets are allowed, it is helpful to have the instructor provide them.

DSS Students

1. All accommodations for DSS students need to be listed on the Test Data sheet.
2. Please contact the DSS office for any clarification of the student’s accommodations.