

Kapiolani Community College Testing Center
Faculty Guidelines – Updated June 1, 2015

Welcome to the Kapiolani Community College Testing Center. These faculty guidelines have been created to ensure that everyone understands our testing policies and procedures to minimize student confusion and stress. If you have any questions, please visit our website at <http://www2.hawaii.edu/~kcctest> or e-mail us at kcctest@hawaii.edu.

Procedures for instructors to submit tests:

1. If you are using Lulima (or another online program) to administer tests, please send test instructions, class rosters, and passwords all at one time by e-mail at least three (3) business days prior to the first possible test day. Testing center staff checks every online test request for potential issues prior to administration. We cannot guarantee fulfillment of same-day requests.
2. Students are processed for testing according to the course CRN that they are enrolled in. If you are requesting the testing center to proctor multiple sections of the same course, then please submit **separate** class rosters for **each course CRN**.
3. Please review the window of test dates and times before publishing your tests on Lulima. Instructors are responsible for creating, opening, and closing the test, setting time limits, and publishing tests on Lulima. If you have any questions about Lulima's functions, please contact CELTT at 734-9711.
4. Because of limited seating in the testing room, time limits are required for all tests administered. We ask instructors to please set time limits and inform students of the allotted times.
5. For online tests, please ensure that your students are trained ahead of time and are familiar with how to access their classes and tests on their accounts, check their grades/scores, and access their syllabus. This would reduce on-site test stress considerably.
6. For paper tests, please use the testing center only if your paper test period is over the classroom period allotted. This will help us serve students who must take online tests and students who must take paper tests that last longer than their classroom periods.
7. Please understand that the testing center can become really busy at any time. If you set a window of dates and times for students to take their tests, please encourage them to take their tests before the last day to avoid waiting lines.

Procedures for Final Exam Week:

1. Finals week is our busiest time. The testing center has implemented a number of solutions to ensure that our students have access to the testing center during final exam week while minimizing wait time to acceptable levels.
2. The dates for final exam week vary from semester to semester. The academic calendar (through Spring 2017) is online at <http://www2.hawaii.edu/~kcctest/academiccalendar.pdf>.
3. The Testing Center uses a staggered final exam schedule (set by subject area) to help spread the demand for services over the 7 day final exam period.

For final exams given in the Testing Center using the staggered final exam schedule, the first date of finals week begins on Friday, and ends 3, 4, 5, or 6 calendar days later, depending on the subject area being taught.

For your convenience, the final exam schedule and staggered testing schedule template is available online and can be viewed anytime at <http://www2.hawaii.edu/~kcctest/finals.html>.

Policies for students to take tests for online or face-to-face courses at the testing center:

Excerpted from the Student Guidelines, <http://www2.hawaii.edu/~kcctest/guidelines-students.pdf>

1. **Picture ID Required:** Any government issued or campus/school ID bearing a photograph and name of the individual is an acceptable form of identification.
2. **Hours of Operation:** The testing center hours of operation vary from semester to semester. The hours for the current semester and test check-in deadlines are posted on our website at <http://www2.hawaii.edu/~kcctest>.
3. **Prohibited Items:** The following items are prohibited and may not be used during a test:
 - a. Mobile phones
 - b. Smart watches
 - c. Cameras
 - d. Audio recording devices
 - e. Pencil cases (only pens / pencils are permitted on the table top)

Use of any prohibited items will result in confiscation of both the test and items used.

4. **Restricted Items:** Calculators, language translators, textbooks, notes, and/or cribsheets are considered restricted items and may only be used with instructor permission. To ensure test security and integrity of the exam being administered, testing center staff and student proctors have the authority to inspect any restricted items before allowing its use during a test. Restricted items may also be inspected at other times when necessary.

Kapiolani Community College Testing Center
Faculty Guidelines – Updated June 1, 2015

5. **Unauthorized Use of Restricted Items:** Unauthorized use of items on the restricted list (“cheating”) during a test is a violation of the “Academic Dishonesty, Cheating, and Plagiarism” section of the Kapiolani Community College Student Conduct Code (<http://www2.hawaii.edu/~kcctest/conduct.html>)
6. **Interference with testing center staff, investigations, or operations prohibited:** No person shall assault, threaten, intimidate or interfere with testing center staff in the performance of their duties, or at any time during the course of an investigation of alleged test misconduct. Any individual who displays any aggressive or disrespectful behavior/language toward any staff member that: a) impedes the delivery of college services (“Testing Services”); b) and/or otherwise negatively impacts the overall learning environment may be denied testing services. An incident report may be filed with your instructor, department chair, and campus security personnel.
7. **Test Time Limits:** It is the students’ responsibility to keep track of their own time limits unless the instructor specifies otherwise. A limited supply of digital timers is available for use. If too many students request this service, there may be delays in administering their test. Testing staff will manually set timers and keep track of students’ time at the check-in counter. Unfortunately, we are currently unable to give students a 10 or 5 minute warning.
8. **Only test takers are permitted in the testing room:** For safety reasons and courtesy to other test takers, children are not allowed in the testing room. Children under the age of 13 may not be left unattended in the Library for any period of time. Library staff will promptly contact parents of unattended children or notify campus security and/or law enforcement authorities.
9. **Food and drink prohibited:** Food and drink are not allowed in any room designated for testing.
10. **Communication with other students prohibited:** Communicating with or collaborating with other students before, during, or after a test is a violation of academic integrity. The instructor and department chair will be notified and a report will be filed.
11. **UH Systemwide Conduct Code E7.208:** Students who violate provisions outlined in the UH Systemwide conduct code (http://www.kcc.hawaii.edu/object/io_1325817104045.html) will be dealt with according to UH policy and an incident report will be submitted and kept on file. There is zero tolerance for cheating, disruption, or verbal threats or abuse.
12. **Compliance of instructions given by testing center staff required:** Students are required to comply with instructions and requests given by testing center staff.

###