Register Your Spring Courses

If you have not yet registered your spring 2017 course and exam information please be sure to do so prior to the beginning of the spring 2017 semester.   www.testing.las.iastate.edu

Policy Changes

In order to comply with University academic policies and facilitate a more consistent and predictable use of Testing Center resources, beginning in the Spring Semester of 2017 the following policies for using the Testing Center will be enforced.

Time allowed to complete an exam once started:

Midterm and/or unit exams and quizzes shall not exceed 75 minutes, final exams are not to exceed 120 minutes.   These limits will need to be enforced using the delivery software.   In the case of Blackboard exams, the test option "Set Timer" should be set to 75 minutes or less and the "Auto Submit" option should be set to "on".   Students needing additional time as verified by Student Disability Resources (SDR) staff should be accommodated through the SDR office and can be referred using the following link.   http://www.sdr.dso.iastate.edu/staff/examaccom.php.   (Note: the Blackboard test options allow for the inclusion of "Test Availability Exceptions" that make it possible to provide these students with additional time.)   Faculty using the Testing Center to administer written (pencil and paper) exams for distance/off-campus education sections (XW,XE....) will also need to adhere to the time restrictions noted above.

Exam window of time available to students.

Except as noted below exams must be available to students for a period of time not less than three days and not exceed 8 days. Three to five days of availability is recommended. .   Exams should not end on a Saturday or Sunday.

Courses with enrollments of 400 to 600 students should divide the course into "sections" of 200-300 students.   Courses with enrollment in excess of 600 should divide the course into "sections" of 300 to 400 students.   Each section should be assigned a two to three day window of time to complete the exam.   Windows of time for sections may overlap provided that each section starts and ends on a different day and as noted:

i. Two day window -> one day overlap

ii. Three day window -> one or two day overlap

The Testing Center encourages the use of Best Practices for On-line Exams as outlined at:

http://www.elo.iastate.edu/online-testing-center/best-practices-for-faculty/

Thank you for your continued support of the ELO testing Centers

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