

San Juan Distance Learning

Test Procedures

It is the responsibility of the Distance Learning staff / facilitator's, in cooperation with each instructor, to do its very best to protect and maintain the security and integrity of all course materials.

- 1) Instructor sends an electronic copy of the test to the facilitator or site supervisor's e-mails; 1 to 2 days before a test is to be administrated.
- 2) Make sure you make the appropriate number of copies (# of students enrolled). Please DO NOT MAKE EXTRA COPIES OF TESTS.
- 3) Tests are stored in a safe place (course file) a day before or day of the test; until class time.
- 4) Test is administered **according to instructor's directions.**
- 5) Completed tests and untaken tests are to be mailed or scanned IMMEDIATELY to the instructor.
If a student does not show up for a test, the facilitator is to draw a line through the first page of the test and note the name of the student (if possible) that did not show. ALL TESTS ARE TO BE RETURNED TO THE INSTRUCTOR—including those that were not taken. This way, the instructor is aware that there were students that missed the test. **Blank tests are not to be disposed of at the sites—they need to be returned to the instructor.**
- 6) Facilitator's may not, under any circumstance, allow a student to take a make-up test or take a test at any time other than the scheduled class period without the instructor's permission.
- 7) Immediately following the test, please delete the electronic copy from the email inbox on the facilitator's computer. Once you have received information from the instructor what to do with the test: destroy it or keep it to administer to the student at a later date; **followed by deleting the test from the "deleted items" folder.**
- 8) If there are ever any questions or concerns about a test situation (possible cheating, compromised test integrity, etc...), do not wait until the class ends. Notify the instructor or the origination site facilitator or phone IMMEDIATELY, and wait for further instructions.