**Course Examination Online/Hybrid Testing**

**Policies and Procedures**

Policies:

All faculty members may request course testing for their online and hybrid courses at the Bucks Testing Center. Testing may be requested for Newtown Campus, Bristol Center or UCC.

Tests, in the context of this service, are scheduled course exams for an online or hybrid course. Dates to take the exam should be a range with a date for first day available and last date available.

Exams will be returned to instructors at the end of each semester, unless a later date is indicated on the Test Request Form instructions.

The On-Line Learning testing schedule and the Make-Up testing schedule are the same. They can be viewed on-line at *www.bucks.edu/testing*.

Faculty members are encouraged to follow the procedures below.

Procedures

1. Be sure to complete **ALL** of the information on the Test Request Form for each student.

2. The Request Form and test materials, with copies needed for all students, are to be brought to the

 Testing Center either in person by the instructor, or support staff.

3. After each student completes the test, it will be placed in the completed test location in the Testing Center for pick up.

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Remind all students that a **current government photo ID** is required to test, no exceptions.

*The Online Testing Schedule is available on-line at www.bucks.edu*/testing*.*

*All Testing is handled on a walk-in basis. Appointments are not taken.*

*No tests may be started 45 minutes or less prior to the scheduled closing time*

Testing Staff may be reached at 215-968-8466 or at testing@bucks.edu

 September 2012

**Date Range to Make Test Available:**

**First Available Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Available Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return Test Materials:**

\_\_\_\_\_Hold completed tests for pick-up at Newtown

\_\_\_\_\_ Send completed tests via interoffice mail

(available, but not recommended)

**Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course/Section:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exam/Test #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Off Campus #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**eLEARNING and HYBRID COURSE- TEST REQUEST FORM**

**Please PRINT test information clearly. Provide 1 copy of this form for each campus that will deliver your test.**

**Check each campus that should administer your test:**

 Newtown \_\_\_\_\_\_ Bristol \_\_\_\_\_ Perkasie \_\_\_\_\_

***Clearly notate upper and lower case letters and any spaces:***

\_\_\_\_ Bb Vista Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ My Lab Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Course Compass)

\_\_\_\_ Canvas Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Other Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ UPPER CASE \_\_\_\_lower case \_\_\_\_ UPPER and lower

***Respondus Lockdown Browser Used?*** Yes \_\_\_ No\_\_\_

**Time Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Testing Information:**

\_\_\_\_ Use Blue Book \_\_\_\_ Calculator OK

\_\_\_\_ Scrap Paper OK \_\_\_\_ Other Materials

**Additional Instructions:**

**For Paper and Pencil Test Delivery**

**Total Copies of Paper Test Provided**: \_\_\_\_\_\_\_\_\_\_

Main Campus in **Newtown**: \_\_\_\_\_\_\_\_\_\_

Upper County Campus in **Perkasie**: \_\_\_\_\_\_\_\_\_\_

Lower County Campus in **Bristol**: \_\_\_\_\_\_\_\_\_\_

**Time Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Testing Information:**

\_\_\_\_ Use OpScan Sheet \_\_\_\_ Answer Sheet Provided

\_\_\_\_ Use Blue Book \_\_\_\_ Calculator OK

\_\_\_\_ Scrap Paper OK \_\_\_\_ Other Materials

**Additional Instructions:**

**For Computer-Based Test Delivery**