

eColloquium – April 14, 2011

PROCTORED EXAMS

Students

Proctor Policy

Student Responsibilities

1. Review list of approved proctor options
2. Submit proctor choice to eCampus using online form
3. Check @troy.edu email account for confirmation and further instructions
4. Schedule proctoring appointment with chosen proctor if needed

Information for Students

- ⦿ Details for students available at www.troy.edu/ecampus/testing/
- ⦿ Students receive mass email reminders each term from eCampus
- ⦿ Students receive individual emails in response to submitted proctor forms

Approved proctor options

1. **Formal third-party testing center/service**
(must have separate testing space, trained proctors on staff, and provide constant supervision)
2. **ProctorU**
(online testing service)
3. **Remote proctor device**
(piece of computer equipment)
4. **Troy University site/campus**
(only for specialized exams!)

NOTE: Students almost always have to pay fees to third-party services for proctoring

Remote proctor device and ProctorU



Remote proctor device

Cannot be used for these exams: ACT 2292, ECO 2251, ECO 2252, IS 3300, LAW 2221, QM 2241, MKT 4469, MGT 4476, MGT 4479, MTH courses, PA 6699, MBA 6611, MGT 6685, HRM 6698, MFTs, and MAPPs.



ProctorU

Cannot be used for these exams: MKT 4469, MGT 4476, MGT 4479, PA 6699, MBA 6611, MGT 6685, HRM 6698, MFTs, and MAPPs.

Faculty

Proctoring Guidelines

Purpose of Proctored Exams

- Troy University is implementing proctored exams to adhere with SACS and federal government regulations
- Helps verify student's identity—make sure the person enrolled is the one doing the coursework!

Instructor Responsibilities

1. Read guidelines each term
2. Create exam according to eCampus recommendations
3. Submit exam data using online form
4. Post UPDATED information in your course for students
(please delete old information!)

General Guidelines

- ⦿ Only ONE proctored event per course
 - Reduces proctor fee costs for students
- ⦿ Maximum two-hour time limit
 - Reduces proctor fee costs for students
- ⦿ No force completion
 - Avoids test reset/proctor rescheduling situations

Frequent Questions

- ⦿ Do you verify my students' proctors?
 - Yes, all proctor requests are reviewed through our office. We verify all facilities submitted by students and assist students in finding alternate proctors if their initial requests are denied.
 - Arminda McKee – new testing specialist!
- ⦿ How do proctors receive my exam info?
 - The eCampus proctor form database generates and sends automatic emails to all approved proctors containing that information.

Types of Exams

Placement & Preadmission Exams

COMPASS Placement Exam

The COMPASS Math and English Placement Exam is offered and proctored at Troy University Sites and at ACT/COMPASS approved testing centers.

- Students should take the COMPASS Placement Exam before enrolling in a Math or English course for the first time.
- Exceptions: If the student has an ACT or SAT score that is less three years old or transfers in appropriate Math or English courses from another University.

Placement for rural and deployed students

- Students who are more than 50 miles away from a Troy Site or an approved testing center are given an alternative placement exam that requires a proctor. This includes our military students who are deployed.
- eCampus is in the process of piloting a new alternative placement exam that will place them closely to COMPASS Placement standards.
- eCampus plans to begin using the new alternative placement exam for our rural and deployed student during Term 1 registration.

eCampus plans to offer other preadmission exams

- ACT – We have worked out an agreement to offer the ACT residual to eCampus students.
- MAT – eCampus is working to secure an agreement to offer the electronic version of the MAT beginning this fall.
- GRE – eCampus is working to secure an agreement to offer the electronic version of the GRE beginning this fall.

Types of Exams

Undergraduate Proctored Exams

MFT (MAJOR FIELD TEST)

- Major Field Tests are comprehensive undergraduate outcome assessments designed to measure the critical knowledge and understanding obtained by students in a major field of study.
- Undergraduate Criminal Justice, Psychology, and Business Administration majors must take the MFT

When do students take the MFT?

- Students typically take the Major Field Tests during their final year of study, after they successfully complete most of their major's required courses.
- The MFT requirement is built into these Senior Seminar courses:
 - CJ 4499
 - PSY 4480
 - MGT 4476

Proficiency Profile MAPP

- MAPP measures general academic progress
- Students should take MAPP once they have earned 70 credit hours toward their degree

Capstone Exams

- MKT 4469, MGT 4476, and MGT 4479
- Capstone courses are intended to be the final course in a major that capitalize on previous coursework in a cumulative and integrative fashion.

Formative Exams

The following courses in the Sorrell College of Business have been identified as formative courses

- ACT 2292 - Principles of Accounting II
- ECO 2251 - Principles of Macroeconomics
- ECO 2252 - Principles of Microeconomics
- LAW 2221 - Legal Environment of Business
- IS 3300 - Introduction to Information Systems
- QM 2241 - Business Statistics I

Formative Exams

- The formative exam must count towards a certain portion of the final grade in the course. This may be different for each discipline, but a minimum of 25% of the final grade is required. The actual weight is set by the discipline coordinating committee for the discipline.

Undergraduate Course Exams

- Exams specific to individual courses/instructors
- Delivered through Blackboard
- Exam information emailed automatically to proctor when student's proctor form is approved

Types of Exams

Graduate Proctored Exams

Graduate Course Exams

- Exams specific to individual courses/instructors
- Delivered through Blackboard
- Proctored course exams are sent via email by the graduate testing office the week prior to the scheduled start date of the exam.

Graduate Capstone Courses

- MBA 6611, MGT 6685, HRM 6698 & PA 6699
- Students are not allowed to use the Remote Proctor device or ProctorU for these courses.
- These courses have a proctored final exam.
- The Major Field Test (MFT) is given in MBA 6611 & MGT 6685.
- The Pre-PHR exam is given in HRM 6698.

COMPREHENSIVE EXAMS

MSPSE, MSCJ, MSIR, and sometimes MPA, MSM, MSHRM

- Comprehensive Exams require an approved proctor.
- Proctor Options for Comp Exams:
 - Troy site
 - Military Education Office
 - Commercial Testing Center (does not include ProctorU)
 - Academic Testing Center

What does the student need to do to “register” and prepare for the Comprehensive Exam?

- ⦿ Choose a proctor from the list of acceptable options.
- ⦿ Submit the online Comprehensive Exam Proctor Form to eCampus for approval.
- ⦿ Make arrangements with the chosen proctor to take the exam.

Comprehensive Exams – Important Notes!

- ⦿ When the Comp Exam Proctor Form is received, the student’s records are reviewed to make sure they are ready to take the Comp Exam and then the preparation documents are sent to the student.
- ⦿ Ideally, the student should submit the form weeks, if not months, in advance of taking the Comp Exam. There is a date posted on the Academic Calendar as the last day to submit the form for a specific term’s scheduled testing window.
- ⦿ For example: April 22 is the last day to submit the Comp Exam Proctor Form for testing in Term 5 (May 30-June 3).

Comprehensive Exams – Important Notes!

- The Comprehensive Exam , along with detailed instructions, is emailed to the approved proctors about a week prior to the testing window.
- Students should be careful to take their Comp Exam with the right “location”. If they are an eCampus student, they should not take the site exam. They can be proctored at the Troy site, but all exam information should be managed thru the eCampus testing office, sent to our graders, etc.

Comprehensive Exam Retakes

- When a student fails all or part of the Comprehensive Exam, they are given the option of re- taking it the following term. They do not have to retake it the following term but will need to remember that they have one calendar year from the date of their first attempt to pass the exam. After that, they have to request an extension thru the Dean of the Graduate School.

