

## Faculty WebCT Testing Center Policies

- Faculty are responsible to keep their testing information up-to-date in the course and with the online form.
- Three days advance notice is required for new exams.
- All exams will be proctored in the Encanto Room.
- All requests for exams must be submitted online via the form
  - <http://www.pc.maricopa.edu/departments/ltd/webcttesting/>
  - All fields must be filled out properly and completely
  - One request for each section
- Faculty are responsible for changing Start Dates, End Dates and Release To functions within the course(s). Include student names in the Comments area of the online form when extensions have been granted.
- All regular tests, quizzes, exams, etc. must be completed prior to the week of finals.
- ONLY FINAL EXAMS WILL BE CONDUCTED DURING THE FINAL EXAM WEEK.
- Online courses which extend beyond final exam weeks should schedule their exams according to available [WebCT Testing hours](#) .
- Faculty will be notified via email of students caught cheating. How that individual student is dealt with will be up to the faculty, not WebCT Testing personnel.
- Faculty should require students to read WebCT Testing Center policies prior to taking exams.
  - <http://www.pc.maricopa.edu/departments/ltd/webcttesting/TestingPoliciesStudents.html>
- Off-site Proctor Policies
  - Students are responsible for ANY cost incurred with an off-site testing center.
  - Students must communicate to the faculty AND the WebCT Testing Center when an off-site proctored exam is needed.
  - Student must make contacts with a site willing to perform proctored exams (local university, school, library) and provide this information to both the faculty and WebCT Testing Center.
  - Students must provide the date, time, location, contact person, and title of the contact person of the off-site location
  - WebCT Testing Center will contact the site and provide specific information on how to conduct the proctored exam.
  - WebCT Testing Center will contact the off-site proctor for feedback on the process and whether the quiz was completed.
  - Faculty must make sure the WebCT quiz settings are set up properly to handle the off-site exam (start dates, end dates, passwords, special release).

NOTE: Proctors can not change quiz settings on any exam (Start date, End date, Release to). Quiz settings that are not correct in either the WebCT course or in the WebCT Testing form, will result in students being referred back to the faculty member.