

TEST PROCTORING POLICY 6/25/2018

The SWOSU Assessment Center proctors exams for SWOSU faculty and other institutions upon scheduling availability. For proctoring, SWOSU Assessment Center staff members need the following information:

1. Receipt # for proctoring fee (The test fee must be paid before scheduling the test.)
2. Student's Name and contact information
3. Student's ID number (if necessary)
4. College/University
5. Instructor's name and contact information
6. Name of test(s)
7. Indication of type of test (Paper/Pencil or Computer Based)
8. Website and login information for Computer Based testing
9. Instructors should email the following to sharon.jenkins@swosu.edu
 - a. Time Limit
 - b. Resources allowed (calculator, books, notes, etc.)
 - c. Is a separate room necessary for this testing appointment?
 - d. Deadline to complete the test
 - e. Password for computer-based testing
 - f. Other

For computer based proctored exams for other institutions, the student may use the Assessment Center's computer and must be able to download the correct lockdown browser for use before beginning the exam. If this is necessary, please let us know the lockdown browser link (web address) that needs to be used.

Please contact Sharon Jenkins, Testing Supervisor, at 580-774-7184 OR sharon.jenkins@swosu.edu as soon as possible with all necessary information and to make a testing appointment when you are confident of a testing date. Appointments may be made Monday through Friday (8:30 am. – 12:00 noon and 1:30 p.m. – 5:00 p.m.) depending on room availability. Tests must be completed no later than noon / 5:00 p.m.

Proctoring fees (subject to change):

- SWOSU students: \$10 per test to be paid at the SWOSU Business Office, 580-774-3019 (bring the receipt to the testing appointment).
- Non-SWOSU students: \$20 per test to be paid at the SWOSU Business Office, 580-774-3019 (bring the receipt to the testing appointment).
- Fee is waived for SWOSU employees and his/her dependents as well as for military personnel and his/her dependents (Military ID required).
- A refund is allowed if cancelled 24 hours or more before the scheduled test date/time.
- There is no refund for "no shows" or for cancelling less than 24 hours before the scheduled test.

Examinees should arrive at the Assessment Center (1001 N. 7th St. inside the Assessment building) on test day with a current valid form of photo identification (you may call and verify acceptable photo ID before the test day). If there is a question about your payment, you may be asked to show your receipt.