Bryant University

Academic Testing Center FAQs for Faculty

What is the Academic Testing Center

The Academic Testing Center provides a distraction reduced testing area for students with the dual goal of maximizing student performance while maintaining test integrity. In addition to our large testing space where we can accommodate up to 30 students, we have two rooms specifically for students who may need assistive technology, low light, scribes and/or readers. We strongly suggest faculty use the Testing Center for students with testing accommodations. The ATC is on the third floor of the Unistructure in suite M34.

What students are eligible to use the ATC?

The ATC supports students with testing accommodations such as extended time, distraction free spaces, alternate testing location, use of a scribe or a screen reader as well as students who miss in-class tests due to illness or team travel. We do not provide proctoring for in-class tests.

How will test integrity be safeguarded?

There are three mechanisms that protect test integrity.

1. **Test handling**: Faculty can deliver hard copy tests via the secure ClockWork portal or in person. There is a secure drop box located to the right of the Testing Center's door or tests can be given to Testing Center staff. Testing Center staff will print out hard copies of tests submitted via ClockWork. Professors will note how they would like hard copy tests to be returned to them in the ClockWork portal. We can scan and return tests via secure One Drive folders, or they can be picked up at the Testing Center. Currently there is no way to return tests via ClockWork. Hard copy tests are secured in a locked filing cabinet, only accessible by professional staff. Student workers and test takers are not permitted to handle tests.

2. **Prevention:** Students are not permitted to bring any personal belongings into the testing room save those approved by the professor in advance, (e.g., a calculator, formula sheet). Lockers are used to store student belongings and all testing materials such as paper, pens and pencils are provided. With a dedicated rest room in the ATC suite, students will not have to leave the ATC to tend to their personal needs. Students must show their wrists prior to entering the testing room to demonstrate

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they are not wearing a smartwatch. Students must also pat down or pull out their own pockets to show they are empty. Students must sign into all computer-based exams in the lobby, prior to entering the testing room. Computer-based exams must be submitted in front of a professional staff member.

3. **Monitoring**: Students take their tests in a room with active monitoring and ongoing video surveillance.

How do I support a student taking a test in the Testing Center?

1. Students must initiate the process and schedule their tests through the ClockWork Portal at least two business days in advance. You will receive an email from ClockWork when a student books a test for your class. For tests booked further in advance, you will receive a reminder email three days ahead of the exam and again one day before the exam noting that a student has scheduled a test. These reminder emails will list all of your students who have booked a test in the ATC on the date identified.

2. Upon receipt of the initial email, navigate to the ClockWork portal and sign in using the "Instructor Log In" icon. You can also use the link located here: Instructor Login Page. ClockWork uses a single sign on feature, so if you are already logged into the My Bryant portal, you will not need to login again.

3. This leads you to a page with the tab "Courses". Select "Courses" and you will be taken to a list of your courses for the current semester.

4. If you see a yellow star next to the words "Tests and Exams", one or more students in that course have registered to take their test in the Testing Center. Clicking on Tests and Exams will take you to a page with your course and test information. Click on Confirm/Edit.

5. This will take you to the Testing Wizard where you will complete the "Test Information" form. For Paper and Pencil tests, you will have the opportunity to upload your test through the ClockWork portal – alternatively you are welcome to drop your test off in person. If your test is on Canvas or other online portal, you will indicate that on the "Test Information" form.

6. Once you have completed the process for confirming your test, click on "Submit Changes" and your student is ready to take their test in the Testing Center.

7. Note that you will receive reminder emails from the ClockWork system three days and one day ahead of your student testing. We ask that faculty complete the registration process in ClockWork no less than one business day prior to the test date. Incomplete "Test Information" forms will result in students not being able to take their test at their scheduled time.

How is my hard copy test returned?

After your student completes the test, it will be returned to you in one of two ways. It can be picked up at the ATC by you or your designee (students are not allowed to be designees) or scanned and uploaded to your shared Testing Center One Drive folder. You will indicate which of these you prefer when you complete the "Test Information" form.

How will students schedule their tests?

Students will schedule their tests via the ClockWork portal, within the date and time parameters set by the professor. Students must book their tests no less than two business days prior the testing date.

Am I required to use the Testing Center for students?

No. It is between the professor and the individual student to determine where the student will take classroom tests. If you and a student with testing accommodations choose to arrange for the extended time, alternate testing location, and distraction reduced environment on your own, that is fine. Please do not ask students with testing accommodations to work on their test while other students are coming in and out of the room.

How can I assist students in using the ATC?

When announcing a test, please make an in-class announcement asking students with testing accommodations, and those who miss your in-class tests, to book their test through ClockWork. Students must do this no less than two days before the scheduled testing date. Students who are booking tests after the two-business day window will need to come to the ATC and book their tests in person given permission from the instructor. We do not accept bookings over the phone.

When is the ATC open?

The ATC is open from 7:45 AM to 5:00 PM Monday through Friday with the first testing time being 8:00 am and all tests completed by 5:00 PM. Our goal is to support students with a variety of schedules. If

you teach an evening course, please consult with our Testing Center staff to determine how we can support you and your students. Operating hours for Final Exams will align with the Final Exam schedule.

How can I reach the ATC?

There are multiple ways to contact the ATC. You can email us at academictestingctr@bryant.edu or call us at 401-232-6830. You can also reach out to the ATC staff individually by contacting Deb Arenberg at darenberg@bryant.edu or 401-232-6851 and Jay Caliri at jcaliri@byrant.edu or 401-232-6853. Feel free to reach out if you have any questions or concerns. We look forward to working with you.

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