



## Academic Testing Center FAQs for Faculty

### What is the Academic Testing Center?

The Academic Testing Center is a new facility at Bryant located on the third floor of the Unistructure in suite M34. We provide 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.

### What students are eligible to use the ATC?

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

### How will test integrity be safeguarded?

There are three mechanisms that protect test integrity.

1. **Test handling:** Hard copy tests can be collected from and returned to professors via secure One Drive folders specifically created for this purpose. Testing Center staff will print out any hard copy test for the student. Alternately professors can bring hard copies of tests to the ATC. Please do not send test materials via email as it is not secure. Students 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.
3. **Monitoring:** Students take their tests in a room with active proctoring and, beginning Spring 2023 semester, video surveillance.



## How do I schedule a student for a test?

1. **Complete the Test Cover Sheet** which can be found in your Testing Center shared One Drive folder, or you can obtain a copy by emailing the Testing Center at [academictestingctr@bryant.edu](mailto:academictestingctr@bryant.edu). The Cover Sheet can be completed electronically or printed out and completed by hand.
2. **Submit the Cover Sheet along with any testing materials.** If your test is on the computer, the Cover Sheet alone is sufficient. Please complete the Cover Sheet for each student testing at least two business days ahead of time. You can submit the Cover Sheet and hard copies of tests to the ATC by dropping them into the shared One Drive folder or by delivering a hard copy to the ATC – there is an after-hours secure drop box located to the right of the ATC front door. Copies of the Cover Sheet can also be emailed to the Testing Center at [academictestingctr@bryant.edu](mailto:academictestingctr@bryant.edu). Please do not email test materials

## 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 scanned and uploaded to your shared One Drive folder, or it can be picked up at the ATC. You will indicate which of these you prefer on the Test Center Cover Sheet.

## How will students schedule their tests?

Students will schedule their tests via an online portal, within the date and time parameters set by the professor. Once we receive the Test Cover Sheet and any testing materials, we will reach out to the student with the link to book their test. In cases where the student books their test ahead of our receiving the Cover Sheet, we will reach out to the professor and request the Cover Sheet be completed.

## 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 and low distraction environment on your own, that is fine. Please do not ask students with testing accommodations to work on their exam while other students are coming in and out of the room.



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## How can I support students in using the ATC?

Before 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 with the ATC. We require at least two days' notice from both students and faculty when using the ATC.

## When is the ATC open?

The ATC is open at 7:30 am Monday through Friday. As we learn the patterns of use, we will be looking at our closing time. 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.

## How can I reach the ATC?

There are two ways to contact the ATC. You can email us at [academictestingctr@bryant.edu](mailto:academictestingctr@bryant.edu) or call us at 232-6830. We look forward to working with you.