



## College of Business Testing Center Policies & Procedures

### Important Message from the College of Business Dean

Welcome to your online College of Business course! You may have already noticed that this course will use ProctorU, an industry leading remote proctoring service, and you may have a few questions about this. ProctorU is being required in this course in response to new federal guidelines that require institutions to make an effort to verify that the student who enrolls in a course is the same student who completes the coursework. These federal guidelines are now incorporated into policy by the Higher Learning Commission (HLC)—the regional accrediting agency that accredits all University of Central Oklahoma programs. A failure to comply with this policy would mean that eventually UCO students may not be able to receive federal financial aid to enroll in UCO courses.

To meet these new regulatory expectations, the University of Central Oklahoma is partnering with the industry leading firm ProctorU to provide this exam proctoring service. ProctorU has worked with hundreds of other institutions offering online courses. Additional information on ProctorU, including their security protocols and instructions on how to use the service, is available on the ProctorU website ([www.proctoru.com](http://www.proctoru.com)).

It is perfectly understandable that some individuals might be uncomfortable using this new technology to monitor students taking exams. For this reason, the university is allowing students enrolled in online courses to choose to take their exams in the College of Business Testing Center, where the student activity can be monitored by an on-campus proctor. Your professor can explain our testing center alternatives to ProctorU, but seating is limited and offered on a first-come, first-served basis. The hours, operating policies and procedures, and link to schedule a test in our testing center are [available here](#). Of course, students are always welcome to enroll in one of our many face-to-face courses too.

I hope this brief note has answered all the questions you have on this topic. If you would like to discuss ProctorU further, please feel free to contact Dr. Geoff Willis ([gwillis@uco.edu](mailto:gwillis@uco.edu)), call his office at 405-974-5345, or stop by his office (Business 228) to schedule an appointment. If you have questions about the College of Business Testing Center, please contact Ms. Niccole Miller ([nmiller18@uco.edu](mailto:nmiller18@uco.edu)), call her office at 405-974-2325, or stop her office (Business 222E) to schedule an appointment.

Thank you, and good luck in your courses this semester!

Dr. Randal Ice  
Dean, College of Business

*(Reference: Widget in all online College of Business courses)*





## Policies & Procedures

The UCO College of Business Testing Center offers appointments for UCO College of Business online exams on a first-come, first-served basis. All exams must be scheduled at least 12-hours in advance. It is the student’s responsibility to know the date(s)/time(s) by which their exam must be completed per the course requirement. Exam schedules are determined by the instructor of record for each course. The UCO College of Business Testing Center is not responsible for exams scheduled outside of the permissible date/time period, unavailable appointments, missed exams, or cancellations.

\*\*\*If the exam does not show available times, that means the College of Business Testing Center is booked and students will need to utilize [ProctorU](#) for their exam.\*\*\*

The following policies and procedures apply to every person testing at the College of Business Testing Center.

- Examinees must make appointments at least 12-hours prior to the test date. Examinees are urged to schedule tests at least two weeks in advance, or at the start of the semester.
- Examinees must notify their instructors that they have made their appointments.
- Examinees must check-in with the proctor prior to testing and check-out with the proctor at the completion of their test, in addition to logging out of their computer station.
- Students must know their course and exam information to schedule their exam.
- Examinees are **not** allowed to bring unauthorized items into the testing area. Examinees who choose to bring unauthorized items into the College of Business Testing Center will be asked to leave them in the back of the room. The test taker will assume personal responsibility for their items. The College of Business is not responsible for any lost or stolen items. While not an exhaustive list, the following items are **not** permitted in the College of Business Testing Center at testing stations or while testing:

Backpacks or purses	Heavy coats	Papers of any kind*
Calculators*	Keys	Pens
Watches	Wrist bands/sport bands	Rulers
Cell phones	Ear buds	Sunglasses
Chapstick/lip balm	Pencils*	Personal tissues
Food or drink	Notes or books*	Purses
Hats/caps/headgear#	Pagers or beepers	Wallets
Cameras or recording devices	Wireless communication of any kind	Listening devices (radios, headphones, recorders)





#Allowed only for religious reasons

\*Allowed only with permission of instructor. The Proctor will examine the object before use.

- Examinees will raise slacks/pants legs/long skirts above their ankles and pull sleeves up (if long sleeves are worn) prior to every entry into the testing room.
- Examinees will empty and turn out all pockets (pants, shirts, jackets, sweaters, and hoodies) and show that there is nothing in their ears prior to every entry into the testing room to confirm that they have no prohibited items.
- Examinees are not permitted to leave the testing room once testing has begun until the test is finished. No breaks are permitted (emergencies excluded).
- Examinees can bring nothing out of the College of Business Testing Center that was used for their exams or take any notes of missed questions, concepts they had trouble with, etc., while in the College of Business Testing Center (i.e., scratch paper, notes, etc.).
- Exams are not to be scheduled during times that the student has a regularly scheduled class. Taking an exam during class time is not an excuse for missing class.
- Examinees **must** bring a valid, UCO or government-issued photo ID. Students **will not** be permitted to take their exam without a valid photo ID. The approved forms of identification include the following:
  - UCO Student ID card \*\*\*Preferred form of ID\*\*\*
  - Driver's license or state ID with name, photograph and signature (unexpired)
  - Military ID with name, photograph and signature (unexpired)
  - International travel passport with name, photograph and signature (unexpired)  
*If your passport is not written in English-language, letters, you **must** present one of the other approved forms of ID listed.*
- Examinees should ask any questions they have *before* beginning a test.
- Students are responsible for supplying any materials specified by the instructor (e.g., calculators, notes, etc.) as required for the test. The College of Business Testing Center is not responsible for or required to provide any additional materials.
- Examinees will be monitored by camera while in the testing room. Any appearance of cheating will be investigated and reported to the Manager of the College of Business Testing Center, the Assistant Dean, the Professor, and the Office of Student Conduct.
- Examinees must be considerate of other examinees by being as quiet as possible while in the College of Business Testing Center, and especially while entering, in, and exiting the testing rooms.
- Talking is prohibited in the testing rooms.
- Food or drink are NEVER allowed in the testing rooms.





- If an examinee is late for a testing appointment, he or she may be asked either to sign a waiver of time or to reschedule the test for another date.
- All tests must be completed by the College of Business Testing Center closing time.
- Tests must be completed in one sitting.
- Students are expected to be fully clothed while in the College of Business Testing Center.
- Examinees who wish to lodge a complaint about a test administration, must report it immediately after the test to a proctor or other College of Business Testing Center staff. Irregularities will be investigated and reported.

### **Exam Accommodations (DSS)**

ADA Statement regarding special accommodations: "The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class." (Reference: [UCO Syllabus Attachment](#))

Per DSS, once an accommodation letter is issued to a student, their action items are as follows (as it relates to 100% online courses):

- Deliver (hard copy or email) your accommodation letter to each of your instructors.
- Schedule a time to meet with your instructor(s) to discuss your accommodation(s).
- During your meeting, discuss ways that you and your instructor can work together to ensure accommodations are met.
- Specifically address the accommodation(s) as it relates to any modifications needed in each course.
- Revisit with DSS for any disability related issues and/or additional accommodation(s) during the semester as needed.
- **REMEMBER, YOU MUST REGISTER WITH DSS EVERY SEMESTER (SPRING, SUMMER, AND FALL) -- SO WHEN YOUR SCHEDULE IS COMPLETE FOR THE NEXT SEMESTER, CONTACT DSS!**

Once a student provides their instructor(s) with their accommodation letter and discusses their accommodations with their instructor, the instructor will provide the letter to the College of Business Testing Center, *at the request of the student*, if the student wants to test in the College of Business Testing Center. Once the College of Business Testing Center confirms they can provide the necessary accommodations to the student, they will inform the instructor and the





student via UCO email, and the student can call Niccole Miller (405) 974-5246, Director of Student Success & Retention, to set-up all of their exams, availability permitting. All DSS accommodation exams **must** be scheduled via phone through Niccole Miller in order to ensure that the student receives all of the necessary accommodations.

Due to the nature of the testing environment in the College of Business Testing Center, if we are unable to appropriately accommodate the student where it is not in the student's best interest to test in the College of Business Testing Center, we will notify the student's instructor and the instructor will work with the student to provide the necessary accommodations. Students also have the ability to utilize [ProctorU](#) for testing.

### **Academic Integrity & Dishonesty**

The College of Business promotes a culture of academic integrity through a learning environment based on truthfulness and honesty that reflects respect for all students and faculty. The College of Business will enforce the [UCO Code of Student Conduct](#), which contains a more detailed version of the following policy statements.

***Academic Integrity Statement:*** *Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom.*

***Academic Dishonesty Policy:*** *Academic dishonesty, as specified in the [UCO Code of Student Conduct](#), may result in penalties up to and/or including expulsion from the University. Academic dishonesty includes, but is not limited to: plagiarizing; cheating; turning in counterfeit or unoriginal work; stealing academic material; knowingly falsifying academic documents; accessing confidential academic records without authorization; disclosing confidential academic information without authorization; and turning in the same work to more than one class without the expressed permission of the instructors involved.*

Students who are suspected of cheating while in the College of Business Testing Center will be asked to stop their exam immediately, and leave the College of Business Testing Center. Students who are disruptive in the College of Business Testing Center will be asked to leave the College of Business Testing Center. Should issues arise while asking the student to leave, the Proctor will call University Police. The student will no longer be permitted to test in the College of Business Testing Center for future online exams. Evidence of Academic Misconduct, Academic Dishonesty, and/or a violation of Academic Integrity will result in a call to the Office of Student Conduct, and a report to the student's instructor of record.

