

TESTING AND VERIFICATION OF STUDENT IDENTITY

Each student is assigned a permanent student number and a unique username upon admission to the college. This unique username, coupled with a student managed password, is used in order to securely log in and gain access to the online course management system as well as the online student service registration and records portal.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring verification of student identity occurs in the course and to support academic integrity. Faculty hold the authority to determine the best method of student identification verification for their courses and may include:

- Use of anti-plagiarism software to evaluate written assignments.
- Use of proctored assessments. Assessments may be proctored by the instructor, through the campus testing centers, or approved off-site testing facilities, or by a remote proctoring service. Proctors should verify student identity through review of a valid photo identification.
- High schools are not considered approved testing sites for proctored college assessments. Faculty are responsible for ensuring the use of Respondus Monitor when applicable and must not share passwords or access credentials with high school career coaches, counselors, facilitators, or any unauthorized individuals.

Faculty teaching either an online or hybrid course also have the autonomy to add additional layers of student verification at their discretion

Division Chairs are responsible for ensuring that faculty are aware of the identity verification process as part of academic integrity and responsible for ensuring that degree programs within their units comply with these provisions.

The Office of the Vice Chancellor for Academics is responsible for ensuring that there is college-wide compliance with the identity verification and academic integrity and is responsible for coordinating and ensuring that college level processes remain in compliance with policy.

Policy History:

July 13, 2026
July 13, 2020
July 9, 2018

TESTING CENTER PROCEDURES

PROCTOR GUIDELINES FOR STUDENT CHECK-IN

Nothing should be brought into the testing center except that which is provided by the testing center according to the instructors instructions per the testing center checklist. This includes paper and pens/pencils and cell phones.

Students are not allowed to test outside of the testing period without direct communication from the instructor to the testing center.

Check-in process should be conducted under video surveillance.

- Accessories, hats, and jewelry: Visually inspect accessories such as hair clips, headbands, and jewelry. Items such as watches and fitness wrist bands must be stored. Hats are not allowed during testing and must be stored.
- Ears: Ask tester to pull hair back if covering the ears so ears can be inspected for electronic devices.
- Eyeglasses: Ask tester to remove eyeglasses and place on a hard surface for visual inspection.
- Hoods and ties: Proctor should inspect hoodies and ties in full—inside of hoods, raise sleeves, and empty any hoody pockets. Hoods should be down during testing and not over the head.
- Arms: Ask tester to pull sleeves up to the elbows (or down if the sleeves are already rolled) so that you can inspect for notes, writing, or cameras and can visually inspect any tattoos.
- Pockets: Ask tester to turn all pockets completely out and show waist or belt area if it is not visible.
- Shoes: Visually inspect the candidate's shoes.

COURSE TESTING

Always complete step 1 and step 2 then follow procedures for either Online or Paper Exams

1. Student must present photo identification and sign in using sign in sheet.
 - Student ID
 - Student name
 - Course name
 - Exam name
 - Instructor last name
 - Time in

2. Proctor instructs student to place cell phone, smart watch, and any personal belongings in the appropriate location
- ONLINE EXAM:
 - Proctor instructs student to log on to a computer using student login
 - Student logs in to the computer and pulls up the course exam while proctor looks up exam password and exam instructions
 - Proctor verifies the student ID and/or name indicated on learning platform matches information on student ID
 - Proctor enters exam password then initials “STUDENT ID VERIFIED” on the sign in sheet
 - Student completes exam
 - Upon completion, student must exit browser and log off the computer
 - Student retrieves their cell phone and/or personal belongings
 - Student enters “TIME OUT” and exits the Testing Center
 - Proctor enters BB in “SENT BY METHOD” column on the sign in sheet
 - PAPER EXAM:
 - Proctor verifies student id, retrieves the exam and reviews the exam instructions
 - Proctor discloses any pertinent exam related information to the student and provides them the exam
 - Student finds an available spot at desk/table and completes exam while proctor initials “STUDENT ID VERIFIED” on the sign in sheet
 - Upon completion, student gathers any materials (scratch paper, calculators, etc.) and turns all in to proctor
 - Student retrieves cell phone and/or personal belongings
 - Student enters “TIME OUT” and exits the Testing Center
 - Proctor clips all testing materials together, puts exam in interoffice mail envelope, and places in “OUTGOING” pile
 - Proctor places all “OUTGOING” exams in interoffice mail at the end of the day and then enters “CM” (for campus mail) in the “SENT BY METHOD” column on the sign in sheet

SPECIAL CIRCUMSTANCE & OVERFLOW TESTING PROCEDURES

SPECIAL CIRCUMSTANCE TESTING

Students may be allowed to test in the Educational Resource Center at the discretion of the Instructor due to disability related testing accommodations or in the event the Testing Center has to close unexpectedly or schedule changes that will prohibit the student from being able to complete the exam prior to deadline. In the event of special circumstances, the Instructor must make arrangements with Director of Educational Resources and provide a copy of the exam checklist to ensure guidelines are followed.

OVERFLOW TESTING

During Finals Week and other peak times, students may be allowed to test in the Educational Resource Center at the discretion of the Testing Center Coordinator/Proctor in the event the Testing Center is at maximum capacity. In the event of overflow testing, the Coordinator/Proctor must contact the Director of Educational Resources to ensure space is available and provide a copy of the exam checklist to ensure guidelines are followed.

- No currently enrolled UAC student may be allowed access to exams or passwords for exams.
- No currently enrolled UAC student may be allowed to proctor exams.
- All Testing Center procedures must be followed as stated above.

Procedure History:

June 15, 2026
October 23, 2023
June 22, 2020
May 21, 2018

TESTING CENTER CHECKLIST



Testing Center Checklist

INSTRUCTOR: _____		CAMPUS MAIL
INSTRUCTOR PHONE & EXT: _____		Type in Location Here
INSTRUCTOR CELL: _____		
INSTRUCTOR EMAIL: _____		
Which Internet Browser Do You Prefer: _____		
COURSE NAME: _____		BEGINNING DATE FOR TEST: _____
TEST NAME/NUMBER: _____		
PASSWORD: _____		ENDING DATE FOR TEST: _____
NUMBER OF PAGES: _____		
NUMBER OF PROBLEMS/QUESTIONS _____		
TIME LIMIT: _____		
COPY CODE: _____		HOW MANY COPIES NEED TO BE MADE: _____

TEST ADMINISTRATION		<i>Check</i>
<i>all that apply</i>		
CHECK PICTURE ID	_____	
NO BOOKS	_____	<u>How many students will be taking this exam</u>
OPEN BOOK	_____	
NO NOTES	_____	
NOTES ALLOWED	_____	# OF PAGES ALLOWED _____
CALCULATOR ALLOWED	_____	
CALCULATOR NOT ALLOWED	_____	
ATTACH SCRATCH PAPER TO TEST	_____	Notes: _____
DO NOT ATTACH SCRATCH PAPER TO TEST	_____	
BLUE/BLACK INK	_____	
ANY COLOR INK	_____	
PENCIL	_____	
TYPED	_____	
DO NOT ALLOW SCRATCH PAPER		
SPECIAL INSTRUCTIONS		
AT THE END OF SEMESTER: _____	SHRED _____	KEEP FOR NEXT SEMESTER _____ RETURN _____
Notes: _____		

Procedure History:

June 22, 2020