



PRAIRIE VIEW A&M UNIVERSITY

TESTING SERVICES

Here's a breakdown of the Important Information section:

Instructors are required to acknowledge they have read and understood the information provided in the PVAMU Test Proctoring Form before submission.

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- **Submission of PVAMU Test Proctoring Form:** Instructors are required to submit the PVAMU Test Proctoring Form no later than 72 hours prior to the exam's open date. This form is necessary for PVAMU Testing Services to coordinate and administer the exam appropriately.
- **Informing Testers:** Once the Test Proctoring Form has been submitted, the instructor is responsible for informing the respective testers of the following:
 - The exam has been sent to PVAMU Testing Services.
 - The exam window information: the open and close dates for the test.
 - Any materials permitted during the exam (e.g., formula sheets, calculators, or reference sheets).
 - The scheduling link: <https://www.pvamu.edu/student-success/sass/testing/proctored-exams/registration/> for booking a test appointment with PVAMU Testing Services.
- **Provided Materials:**
 - PVAMU Testing Services will **provide scratch paper and pencils** for the testers in the lab.
- **Scheduling Test:**
 - Proctored exams are administered on Tuesdays, Wednesdays, Thursdays, and Fridays.
 - **Tuesdays and Fridays:** Exams may be scheduled beginning at **1:00 pm**.
 - **Wednesdays and Thursdays:** Exam may be scheduled beginning at **10:00 am**.
 - **Note:** Exams cannot be administered on Mondays, as the test lab is closed for routine maintenance.
 - Walk-ins are not permitted; all testers must register online in advance.
 - Testers may schedule an exam appointment up to 8:00 AM on the day prior to a test date. Once a test date has closed, testers will need to select an alternative date within the designated exam window.
- **Rescheduling:**
 - If a tester needs to reschedule an exam outside the designated exam window, the individual must first contact the instructor to obtain approval. Then the instructor must submit a new Test Proctoring Form for the

rescheduled exam, and the student is responsible for scheduling a testing appointment within the rescheduled exam window.

- **Exam Integrity:**
 - All testers who register for and take exams with PVAMU Testing Services are required to adhere to the [PVAMU Testing Services - Test Integrity Policy](#). Any violations of this policy will be reported to the instructor. If a tester is prohibited from utilizing PVAMU Testing Services, the instructor will be notified and will be responsible for assisting the tester in arranging an alternative testing location.
- **Accommodation for Testers:**
 - PVAMU Testing Services can assist PVAMU students who have extended time accommodations only.
 - PVAMU students who have test accommodations that require special equipment will need to make arrangements for their testing with the Office of Disability Services at **(936) 261-3583, (936) 261-3585** or email at disabilityservices@pvamu.edu.

To complete the Test Proctoring Form, follow these step-by-step instructions:

1. **Instructor's Name**
 - Enter the full name of the instructor teaching the course.
2. **Instructor's Email**
 - Enter & confirm the instructor's PVAMU email address.
3. **Primary Contact Number**
 - Enter the instructor's PVAMU phone number, including the area code.
4. **Secondary Contact Number**
 - Enter a cellular number as your secondary contact number so there is an alternate method of contact for testing emergencies.
5. **Course & Section Number**
 - Input the course name and section number. For example:
 - MATH 1113 – P01
 - ENGL 1123 – P05
6. **Exam Name**
 - Provide a name for the exam. Examples could include:
 - Exam 1
 - Midterm
 - Final Exam
7. **Exam Type**
 - Select the type of exam being administered. You have two options:
 - Paper-Based Exam: once selected, you will then upload a copy of the paper test. Maximum file size: 50 MB.
 - Computer-Based Exam: once selected, you are asked to provide the URL, username, and password necessary for accessing the exam.
8. **Time Allowed**
 - Enter the total amount of time allowed for the exam in an hour/minute format. *Example: 1 hour 15 minutes.*

- If the test proctoring form includes testers with Extended Time, clearly indicate the standard and extended time in an hour/minute format.
Example: Standard – 50 minutes, Extended – 1 hour 15 minutes.
9. **Is the Exam Open or Closed Book?** Choose whether the exam will be open book or closed book. You have two options:
- Open Book: An exam format in which testers are allowed to refer to textbooks, notes, or other approved resources during the test.
 - Closed Book: An exam format in which testers are not permitted to use any external materials or resources and must rely solely on their knowledge and memory.
10. **Permissible Items Allowed for the Test?** Select which items are allowed to be used during the exam. The list outlines **what items** testers are allowed to bring or use during the exam. You can select one or more items from the following options:
- Allow Dictionary: This means that testers are permitted to use a physical dictionary during the exam. This is provided by the test center.
 - Allow Thesaurus: This means that testers can use a physical thesaurus during the exam. This is provided by the test center.
 - Allow Calculator: This means that testers are allowed to use a physical calculator during the exam. This is to be provided by the tester; however, the test center does have TI-108 calculators available for use.
 - Bluebook or Greenbook: These are specific types of booklets (typically used for essay exams) in which testers write their answers. A **Bluebook** and **Greenbook** are standard formats for written responses, often used for essay-style or open-ended questions. This is provided by the tester.
 - Scantron: This refers to a type of answer sheet (often for multiple-choice exams) where testers mark their answers, usually with a pencil, and the form is later scanned and graded electronically. This is provided by the tester.
 - Tables/Formula Sheets: This refers to a sheet of paper or document that contains tables, charts, or formulas to which testers are allowed to refer during the exam. This can be provided by the tester, instructor, or within the testing platform.
 - Scratch Paper: Paper provided to testers by PVAMU Testing Services for the exam for the purpose of working out problems. This is provided by the test center.
 - Cheat Sheets/Note Cards: These are small, hand-written notes or cards that testers are allowed to bring into the exam to help with recalling key information. This is provided by either the tester or instructor.
 - No Other Permissible Items Are Allowed: This statement means that unless an item listed above (dictionary, thesaurus, calculator, etc.) is checked off for use, then **no materials** are allowed for the exam.
11. **Tables/Formula Sheets**
- Provided by Tester: Select this option if the testers will provide their own tables or formula sheets for the exam.

- Provided by Instructor: Select this option if the instructor is providing the tables or formula sheets. Once selected, the instructor will then be prompted to upload these items in the test proctoring form.
 - Provided within Testing Platform: Select this option if the tables or formula sheets will be available within the testing platform itself.
12. **How much Scratch Paper is allowed for the exam**: Select the number of scratch paper sheets allowed for the exam from the following options: *1 sheet, 2 sheets, 3 sheets, or Multiple Sheets (More than 3)*.
13. **Cheat Sheet or Note Card** – Indicate whether cheat sheets will be allowed during the exam.
- Provided by Tester: Select this option if the testers will provide their own cheat sheet(s) for the exam.
 - Provided by Instructor: Select this option if the instructor is providing the cheat sheet for the exam. Once selected, the instructor will then be prompted to upload these items in the test proctoring form.
14. **Additional Test Instructions**:
- Provide any extra instructions related to the exam. This could include guidelines, notes, or reminders for the test takers.
 - If the test proctoring form includes testers with Time Accommodations, specify which testers are receiving either standard or extended time.
Example: Tester A – standard time; Tester B – extended time.
15. **Exam Open Date**: Select the date the exam will first be available for testers to take.
16. **Exam Closed Date**: Choose the date the exam will be closed and no longer accessible to testers.
17. **Answers to be recorded**: Select where the exam answers will be recorded.
- On Scantron: This refers to using a Scantron sheet.
 - On Answer Sheet provided by instructor: This means that the instructor will give testers a physical answer sheet (usually with spaces for writing responses) where testers will write their answers to the exam questions.
 - On Exam: This likely means that the answers are written directly on the exam paper itself. Testers may write their responses in the spaces provided on the exam sheet.
 - In Bluebook, Greenbook, or Scratch Paper: The testers can write their answers in a Bluebook, Greenbook, or on scratch paper.
 - Within Testing Platform: This suggests that the exam is conducted through an online platform (such as eCourses), where testers can answer questions directly within the platform.
18. **Choose how you want the exam to be returned to you?** Choose how you want the exam to be returned to you:
- Exams to be returned via email to instructor: After the exam is completed, Testing Services will send all completed exams back to the instructor via email. The exam will be password-protected. The password will be sent in a separate email from the exam.
 - Exams to be picked up in person by instructor: This indicates that the instructor will physically come to PVAMU Testing Services to collect the

testers' completed exams after the exam has closed for testing. Testing Services will contact the instructor to set up an exam pick up date after the exam closes or all testers listed on the test roster have completed testing.

- Answers will be recorded in Testing Platform: This means the exam will be taken online, likely through a website or an online platform, and the answers will be submitted through this platform.

19. Upload Roster of Testers who will take this exam?

- Please use the PVAMU Testing Services roster template provided [here](#) and upload the completed file to your Test Proctoring Form. The roster should include only the approved testers who are authorized to take the exam. This information is essential for Testing Services to verify each tester's exam eligibility. Testers who are not listed on the submitted roster will not be permitted to take the exam without instructor approval.

- **Note:** The file size must not exceed 50 MB.

20. This exam is for...: Select the purpose of the exam, for example:

- A PVAMU Course: This means that this test proctoring form is for a Prairie View A&M University course.
- A Non-PVAMU Course: This means that this test proctoring form is for a course outside of Prairie View A&M University.
- Professional Exam: This means that this test proctoring form is for an exam that is designed for a specific profession or industry.