Computerized Tests:

1. Explain testing procedures to student
   - -No talking between students
   - -Cell phones must be turned off
   - -Personal computers/devices cannot be used, please use DMACC provided computers/ipads
   - -Each student will have a randomly generated, timed test.
   - -The proctor cannot answer questions about the exam, give helpful hints on where to look for the answer, or tell students to recheck calculations. **Remove your instructor hat. The primary role of the proctor is help students log into Test.Com, help if there are technology related questions, and ensure there is no cheating.**
   - **-**If there is a problem with Wi-Fi, please contact the DOT.
   - **-**If there is a problem with Test.Com, please contact DMACC.

2. The proctor **MUST** be in the classroom at all times during testing. There should be no conversation taking place while anyone is testing. This includes students, instructors and proctors. These side conversations can be very distracting to students.

3. Keep the testing environment quiet. If students that have completed their exams are making noise outside the classroom be sure the door is kept closed or the finished students are asked to go elsewhere to visit.

4. **If you suspect a student of cheating, document what you see and handle the situation as you are comfortable doing. Separating students can help to prevent cheating. If you have an obvious situation, report this to Brian Squier or Hope Arthur immediately after the testing has finished**.

5. Scoring Exams:
   a. Computerized exams are scored automatically, and a student can review what they missed on the computer.
   b. Instructors do not need to report results to the DOT, they will pull the scores of each student after the class has been completed.
   c. If a student fails and needs to do a retake, please inform them that they'll need to make arrangements with a District TTCP Administrator. (DMACC is the administrator for District 1). Do not have the students contact Hope or Brian for retakes.

6. Reviewing Exams
   a. Students should be quiet when they are reviewing their computer exam.
   b. **Do not allow students to email screen shots to themselves, take photos on their phones, write down test questions, etc. Please help protect the integrity of our exams.**
      IM 213 States: Cheating on certification exams or performance evaluations will lead to decertification. This includes removing, or attempts to remove, exam questions, answers, or other exam materials from the testing location.
   c. If a student would like clarification on a question that they missed, it must be discussed outside of the classroom. No discussion whatsoever should be taking place in the testing room while any student is testing.
   d. If the student challenges a question, no credit can be given by the instructor or proctor. The student will be required to submit a challenge form to the instructor for review by the TTCP director.
   e. When finished reviewing their exam, proctors should collect all exam materials from the student, ensure they've logged off of test.com, and plug the ipads/laptops back in for future use.