

Rio Salado Testing Center

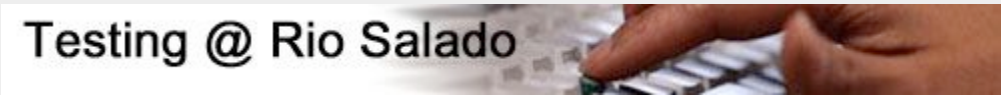
November 4, 2005

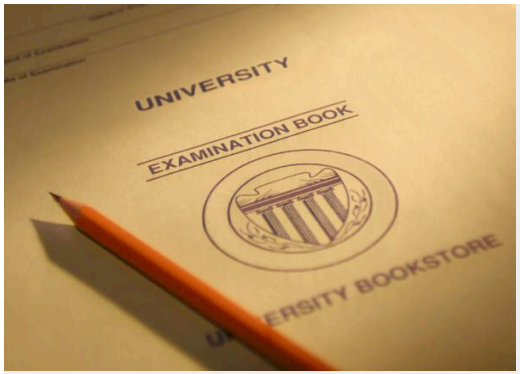


Students in Maricopa County

- Students in Maricopa County must take their exams at one of the 5 testing locations. Flexible hours at the testing sites meet the needs of working adults.

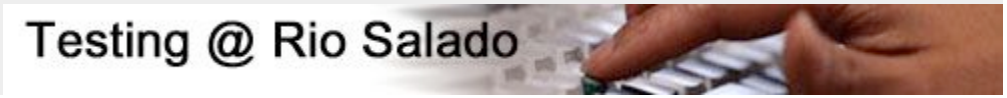
Tempe	Open Monday-Sunday
East Valley	Open Monday-Saturday
Luke AFB	Open Monday-Friday
Paradise Valley	Open Monday-Saturday
Sun City	Open Monday-Sunday





Tempe Testing

- Tempe Testing Center is the main site and is responsible for processing all exams. There are 3 separate teams, but all employees are cross trained.
  - Administration Team: Administers exams, processes paper exams, oversees files and provides test and procedural updates to all testing sites.
  - Proctoring Team: Processes all exams that are administered outside of Maricopa County. Verifies and approves proctors.
  - Technical Team: Grades exams, manages grade keys, works with faculty with questions/concerns, trouble shoots technical issues, installs software upgrades, and maintains digital records from our cameras.

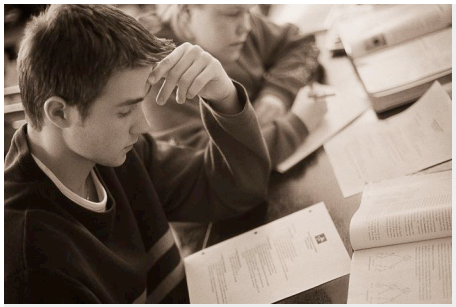




Exams

69,000+ exams during the FY 04-05

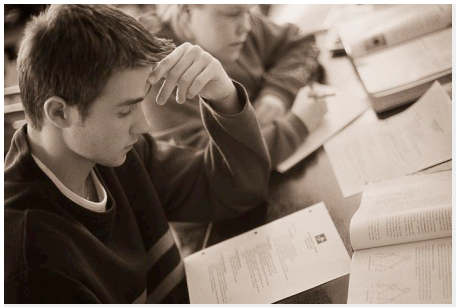
- Placement
  - ACCUPLACER
  - ASSET
- DL Midterms and Finals
- Credit by Exam
  - HCC
  - LET/COTA
  - DANTES
  - CLEP
  - Department Credit by Exam
- National Boards
  - Dental Hygiene
- Degree Specific
  - NET
  - HESI PN/RN
  - Work keys
- Special Needs Testing
- Proctoring for other colleges



Placement Exams

ACCUPLACER

- The primary assessment tool used by Rio is the ACCUPLACER exam. It is a web based test that automatically scores the exam once the student completes testing. 15,000+ placement exams were administered in FY04-05.
  - Administered at the 5 testing locations.
  - Proctored students take the Accuplacer test.
- Majority of the dual enrollment students take this placement exam (8,500+ Dual exams administered 04-05).
  - High school faculty members administer the test during/after school hours.
  - Mandatory training and in-house visits.
  - Requires a **Proctor Security Agreement**.
  - Password changes every 2 weeks.
  - Score reports are generated for the high school.



Placement Exams

ASSET

- A paper and pencil exam that is scored at the Tempe Testing Center.
- Special needs students.
- Some dual enrollment students take this placement exam.
  - When high schools do not have the computer capability.
  - A testing technician is sent to administer the tests to high school students.



Midterms and Finals

50,000+ midterm and final exams in FY04-05

On-Line

- Rio uses Perception, a web based testing system, as its testing software. www.questionmark.com
- Students receive a preliminary score as soon as they complete testing.
- Majority of students test on Perception.

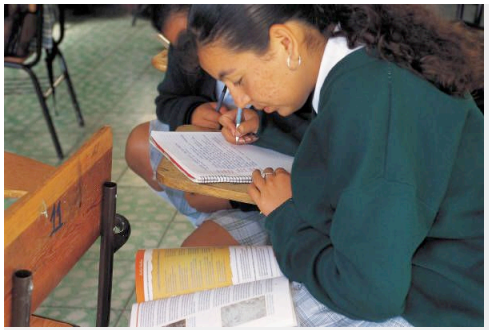
Paper and Pencil

- We administer paper and pencil exams as an exception.
  - Proctors who do not have access to the Internet.
  - Incarcerated students.
  - Special needs students.
- These exams are graded at the Tempe location.



Testing Procedures

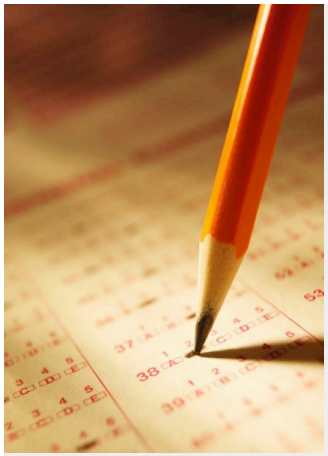
- Students must sign in to provide a signature record.
- Students must present a current, valid photo ID.
- They must read and agree to the testing guidelines and initial that they accept them.
- SIS is checked to verify that the student is enrolled.
- Test tracking software is used to record who tested, when they arrived and left, and what station they were assigned. The software keeps track of the 3 hour time limit for midterms and finals.
- Students must sign out.
- Students are recorded while testing and a digital file is kept for 30 days. Security cameras are placed strategically in the room and a monitor is in clear view.



Testing Guidelines

Sample of the Testing Guidelines:

- Current, valid, photo ID required to test.
- All materials, including cell phones and pagers, must be left in the lockers.
- The exam must be completed in one sitting. You may not leave the testing center once you have started your exam.
- Remain at the testing station that is assigned to you.



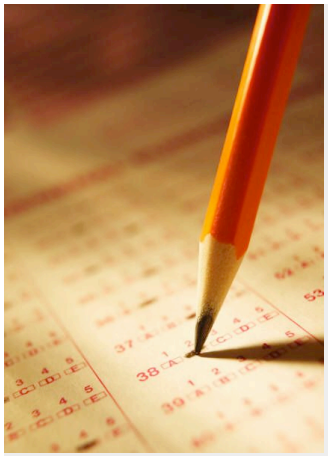
Proctor Criteria

- Students located outside of Maricopa County take in-person exams at an approved proctoring site. Proctors must meet specific criteria.

Proctors must be from an accredited university, accredited college, public library, or military base. There must be no conflict of interest in having a proctor administer exams (e.g. a family member).

Military Base-If the proctor is at a military base; s/he must work at the Education Center. If there is not an Education Center, s/he must be a commissioned officer ranked 2LT or higher with a valid military email address.

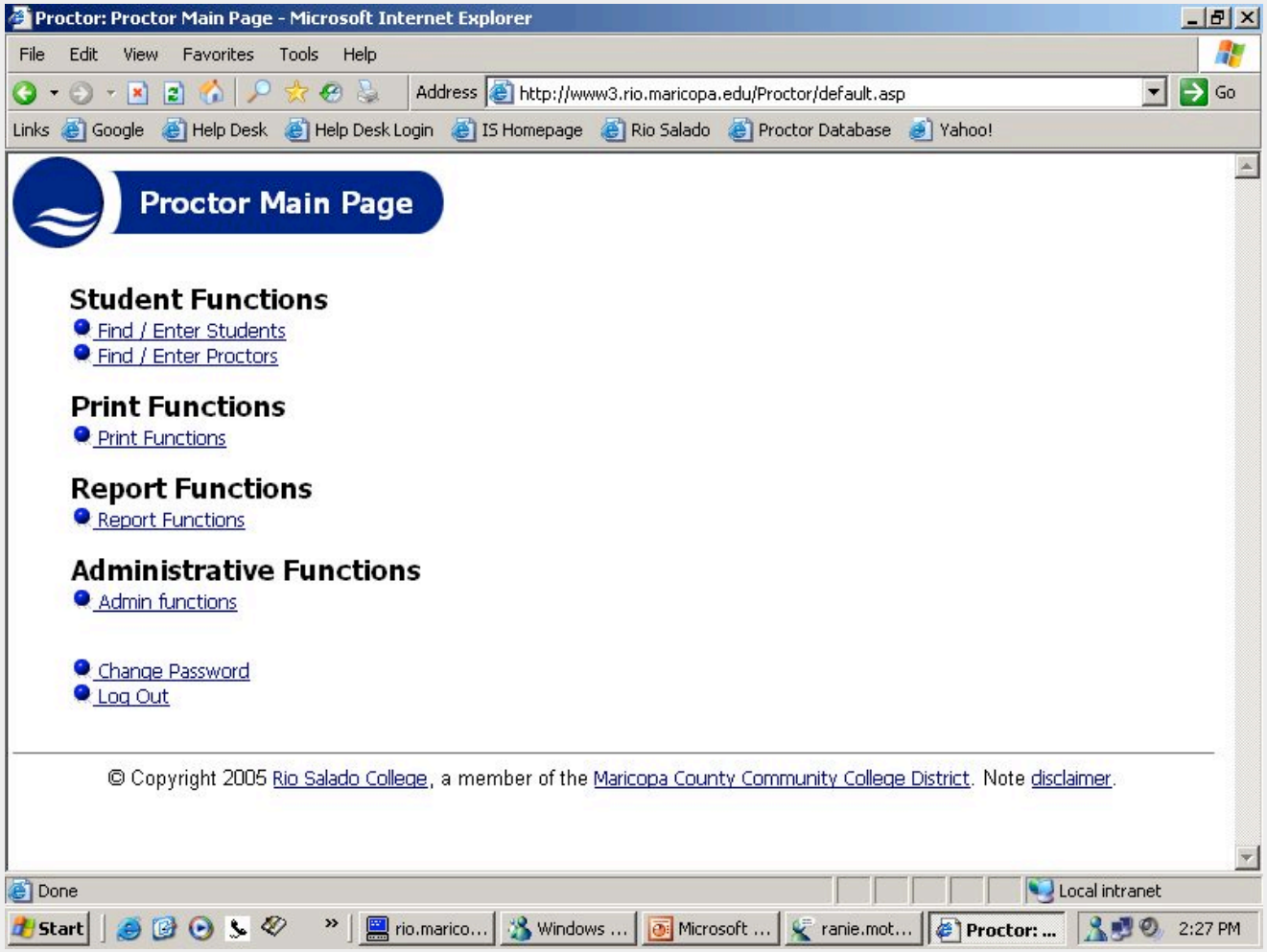
University/College-If the proctor is at a university or college, s/he needs to be an employee of the testing center. If there is no testing center, the proctor must work in the assessment center, library, disability center, distance-learning center or advising/counseling center.



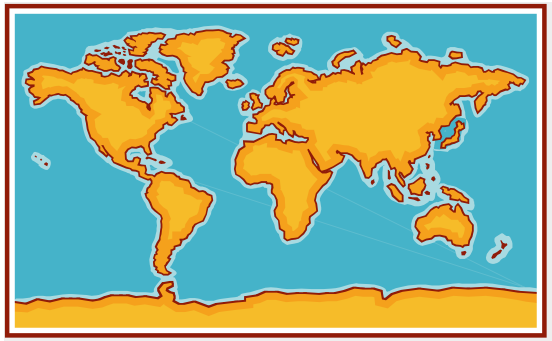
Proctoring Process

- Students are responsible for locating a proctor. The proctoring team helps students who have difficulty finding a proctor.
- Students submit an official Proctor Request Form.
- The proctor is contacted to verify that s/he meets the proctoring guidelines.
- Tests are logged out of the Proctor Database and sent to the proctor. The student receives a confirmation email.
- It is the student's responsibility to make an appointment with the proctor and pay all proctoring fees.
- The proctor sends the exam back to the Testing Center and it is logged into the Proctor Database.

Proctoring Database



- Rio has over 5,000 proctors who have been verified/certified and those who are no longer acceptable.
- Staff uses the database to print verification forms.
- New proctors are added daily.



Proctor Locations

National Proctors

- We have proctors in every state. For example
  - Alaska
  - California
  - Hawaii
  - Illinois
  - Montana
  - Nebraska
  - North Carolina
  - Wisconsin
  - Wyoming

International Proctors

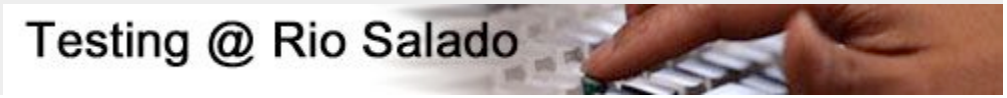
- We have proctors throughout the world. For example:
  - Afghanistan
  - China
  - Columbia
  - England
  - Germany
  - India
  - Iraq
  - Korea
  - Switzerland

NCTA Professional Standards & Guidelines
We Subscribe

Finding a Proctor

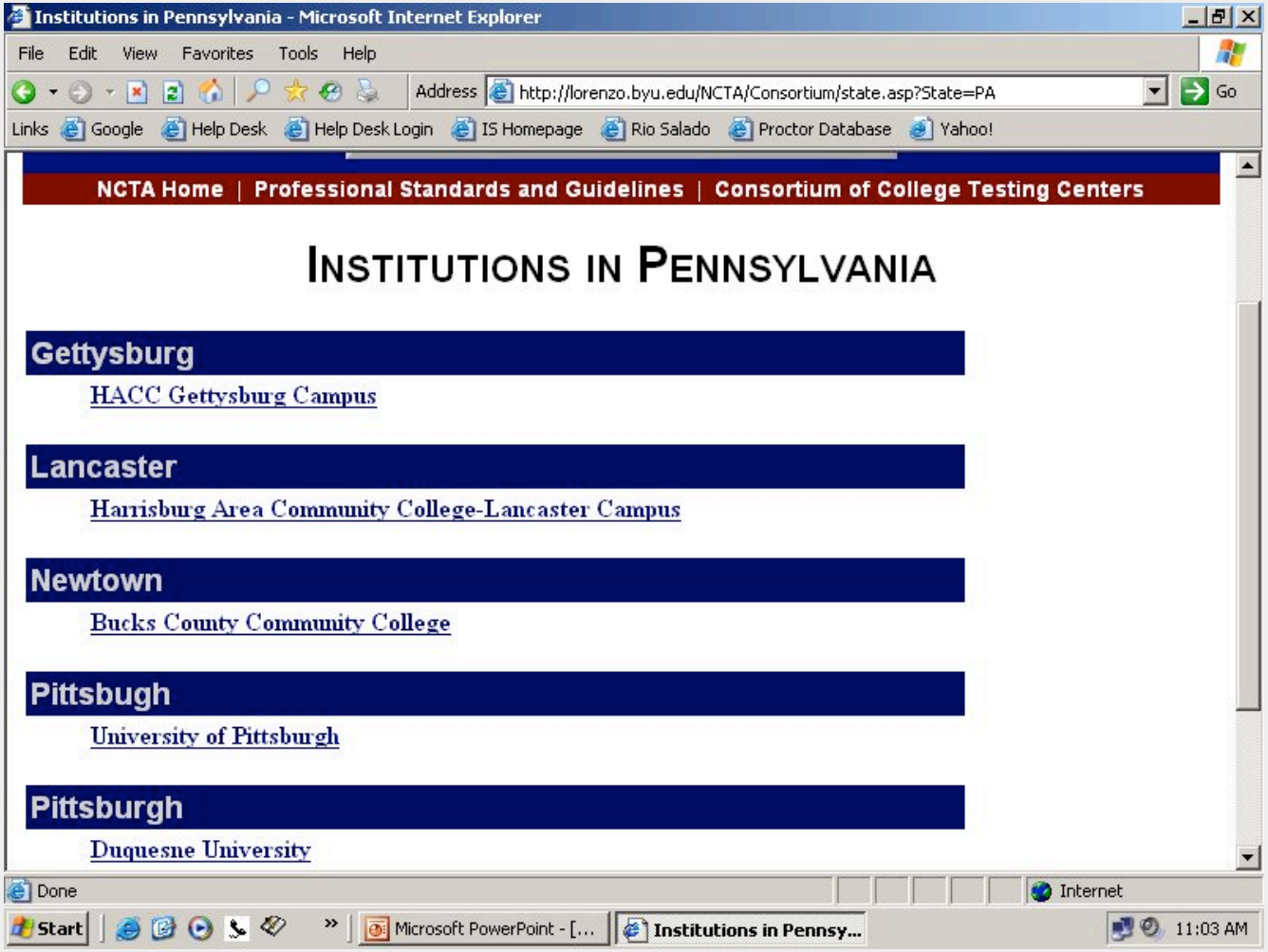
- Rio belongs to the National College Testing Association (NCTA). Students are encouraged to use other NCTA facilities.
- Rio is also a participant of the Consortium for College Testing Centers.





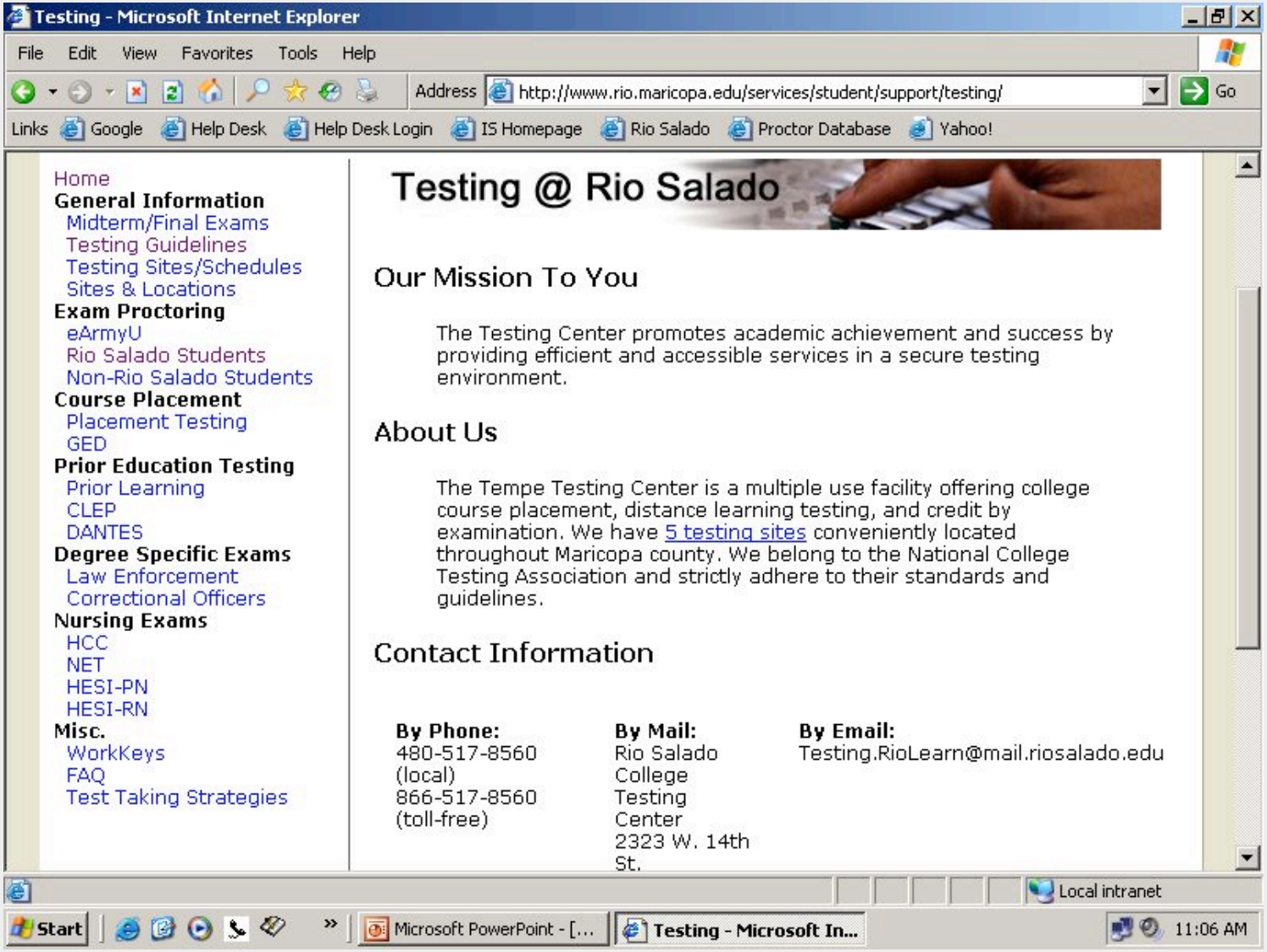
Consortium of College Testing Centers
Participant
Supporting Distance Learning

Finding a Proctor



Testing @ Rio Salado

Additional Information



www.rio.maricopa.edu