College of Business Testing Center Policies & Procedures

The College of Business Testing Center (CBTC) provides proctoring for online business course exams at no additional charge. These services are in addition to ProctorU, the University of Central Oklahoma’s (UCO) primary online test proctoring service and are available to students enrolled in any online business course. Appointments in the CBTC are on a first-come, first-served basis. The CBTC is located in BUS 122 and is available for testing throughout the semester. All schedules are updated on our website.

SCHEDULING

• All exams must be scheduled at least 12 hours in advance. If the CBTC schedule does not show available times, the CBTC is booked and students need to utilize ProctorU for their exam.
• Within minutes of successful scheduling, the appointment scheduling system sends the student a confirmation email to the email address they used to schedule their appointment. Students are also sent a reminder email 2 days prior to their exam.
• Exam schedules are determined by the instructor of record for each course. It is the student’s responsibility to know the date(s)/time(s) that their exam must be completed per the course requirement. The CBTC is not responsible for exams scheduled outside of the permissible date/time period, testing space unavailability, missed exams, or cancellations.
• 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.

CHECK-IN POLICIES

• Examinees must check-in with the proctor prior to testing.
• Examinees must present a valid photo ID to the proctor at the time of check-in. Students will not be permitted to take their exam without a valid photo ID.
• The approved forms of photo ID include the following:
  o UCO Student ID card ***Preferred form of ID***
  o Driver’s license or state ID with name, photograph and signature (unexpired)
  o Military ID with name, photograph and signature (unexpired)
  o 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.
• CBTC hours will not be extended so that a student may have the full time to take an exam due to a late arrival or incorrect scheduling.
• Cell phones are not permitted in the testing area and must be turned off and stored on the rack and/or in the numbered pocket holder if the examinee chooses to bring the unauthorized item into the CBTC. The examinee assumes all responsibility for their personal item(s). The College of Business is not responsible for any lost or stolen items.
CHECK-OUT POLICIES

- Examinees must check-out with the proctor at the completion of their test, in addition to logging out of their computer station and cleaning off any exam materials utilized that are the property of the CBTC (e.g., headphones).
- Examinees can bring nothing out of the CBTC that was used for their exams or take any notes of missed questions, concepts they had trouble with, etc., while in the CBTC. The CBTC will not send any materials to the instructor at the student’s request.

*Examinees who wish to lodge a complaint about a test administration must report it immediately after the test to a proctor or other CBTC staff. Irregularities will be investigated and reported.

NO SHOW / LATE POLICY

When you schedule an appointment with the CBTC, we designate proctors to be available to assist you by providing proctoring for your exam free of charge to you as a student taking an online business course, including self-paced online courses (SPOC) and hybrid courses that require online exams. Should you need to cancel or reschedule, please contact the CBTC in person, via phone (405) 974-2695 (messages are acceptable) or via email at cbtesting@uco.edu as soon as possible, and ideally no later than 12 hours prior to your scheduled appointment. This gives us time to schedule exams for other students who may be waiting for an appointment. Please see our No Show / Late Policy below:

- Any student who does not arrive within 2 hours of the scheduled appointment time in the College of Business Testing Center will be classified as a No Show / Late and charged a $10.00 fee. This includes students who arrive more than 2 hours late to the scheduled appointment time and those who fail to cancel or reschedule within 2 hours of the scheduled appointment time.
- The $10.00 fee will be charged to the student’s Bursar account and subject to the Bursar’s policies and payment schedules.

If you are unable to keep your scheduled appointment due to a documented emergency or extenuating circumstances, contact Dr. Niccole Miller, Director of Student Success & Retention in the College of Business, as soon as possible to reschedule your appointment and request possible credit of the No Show / Late fee. Dr. Miller can be reached via email at nmiller18@uco.edu.

GENERAL TESTING CENTER POLICIES

- Children/minors (under the age of 18) are not permitted in the CBTC at any time.
- Unaccompanied minors are not permitted to wait outside of the testing room for their parent/legal guardian/friend/etc. to finish their exam. Examinees should make childcare arrangements prior to arriving for their testing appointment.
• No animals are permitted in the CBTC except for Service Animals, as defined by the Americans with Disabilities Act (ADA). Voluntary registration for service animals is available with Disability Support Services (DSS).
• Students are responsible for supplying any materials specified by the instructor as approved for the test. The CBTC is not responsible for or required to provide any additional materials, though we may provide pencils, erasers, scratch paper, formula sheets, and financial calculators if approved in advance by the instructor.
• Examinees must be considerate of other examinees by being as quiet as possible while in the CBTC, and especially while entering, in, and exiting the testing rooms. Talking is prohibited in the testing rooms.
• Food is prohibited in the testing room (DSS accommodations excluded). Water is permitted but will be inspected prior to entry into the CBTC. All water bottles must have a cap or lid to avoid spills or it will not be allowed in the CBTC.
• All tests must be completed by the CBTC closing time.
• Examinees who create a disturbance in the CBTC or who create a disruptive environment for other test-takers in the CBTC may be asked to leave the testing center and reschedule testing for another time. The proctor on duty will have discretion to determine whether an examinee is creating a disruptive environment.

*In the event that our proctors are asked to schedule an appointment for a student, we will proceed with the assumption that the exam acknowledgements have been read and agreed to at the point of scheduling. The student is responsible for having read and agreed to the policies and procedures ahead of the scheduling.

**DURING EXAM POLICIES**

• Only students taking exams are allowed into the CBTC.
• Talking is prohibited in the CBTC.
• Students will not be allowed to retrieve forgotten materials once they begin an exam.
• Once a test is started, it must be completed in one sitting. Exams cannot be taken home to be finished.
• Calculators may be used only when authorized by the instructor, but only the type(s) of calculator(s) specified.
• Examinees are not permitted to leave the testing room once testing has begun until the test is finished. No breaks are permitted (emergencies excluded).
• Recording or video surveillance of exam administration is conducted.
• Acts of dishonesty or cheating are subject to disciplinary action and will be reported. Students who are suspected of cheating while in the CBTC will be asked to stop their exam immediately and leave the building. Evidence of academic misconduct, academic dishonesty, and/or a violation of academic integrity will be investigated and reported to the Director of Student Success & Retention, the Assistant Dean for Student Success, the student’s instructor, and the Office of Student Conduct. Students who are disruptive in the CBTC will be asked to leave the building. Should issues arise while asking the student to leave, the proctor will call Campus Police. The student will no longer be permitted to test in the CBTC for future online exam.
PROHIBITED ITEMS
Examinees are not allowed to bring unauthorized items into the testing area. Examinees who choose to bring unauthorized items into the CBTC will be asked to leave them on the rack and/or in the numbered pocket holder inside the CBTC. The Examinee will assume responsibility for all their personal 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 CBTC at testing stations or while testing (DSS accommodations excluded):

- Hats, beanies, headbands, head sweatbands, and any other headgear is allowed but we reserve the right to inspect and/or have you remove headgear
- Coats, jackets, scarves, gloves, and other outerwear
- Cell phones, laptops, tablets, pagers, beepers, or other portable electronic devices
- Cameras or audio or video recording devices
- WIFI-enabled/capable or wireless communication devices of any kind
- Listening or audio devices (radios, headphones, recorders, ear buds)
- Calculators (unless specifically allowed by the instructor and indicated on the instructor’s Proctor Request Form and only the model(s) authorized)
- Notes, books, writing utensils, rulers (unless specifically allowed by the instructor and indicated on the instructor’s Proctor Request Form)
- Watches, bracelets, wrist sweatbands, Fitbits, smart watches, and fitness tracking devices
- Keys
- Wallets
- Backpacks, purses, or other bags
- Sunglasses
- Chapstick or lip balm
- Personal tissues
- Timers
- Food
- Any items not explicitly authorized by the instructor

Students who refuse to remove any unauthorized items will be asked to leave the CBTC.

*Examinees may be requested to raise slacks/pants legs/long skirts above their ankles and pull sleeves up (if long sleeves are worn), 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.

CALCULATOR POLICY
Depending on your approved exam materials as listed by your professor, please use this list for the approved calculators based on their type. It is the student's responsibility to know if they are permitted to use a calculator on the exam, what type(s) of calculator(s) are permitted by their professor for the exam, to ensure the calculator works properly, to bring a back-up calculator in the event theirs malfunctions, and to bring an acceptable calculator based on the list below. The
Proctors are responsible for confirming that the calculator is approved for use on the exam prior to the start of testing.

**Approved Calculators**

- **Basic/Standard Calculators**
  - Casio: DJ-120D, DM-1200BM, DV-220, HS-4G, HS-8VA, JF-100BM, JF-100MS, JV-220, MS-6CO, MS-10VC, MS-80B, SL-100L, SL-200 TE, SL-300SV, SL-300VC, SL-450S, WM-320MT
  - Cannon: LS-82Z
  - Datexx: DD-740, DD-760, DD-770, DD-2362
  - Victor: 1180-3A, 1190, 1200-4, 2140

- **Scientific Calculators**
  - Texas Instruments: TI-30XIIS, TI-30Xa, TI-30XS, TI-34 MultiView, TI-34 Plus, TI-36X Pro
  - Hewlett Packard: HP 9s, HP 10s, HP 15c, HP 20s, HP 30 s, HP 32sII, HP 33s, HP 35s, HP 300s+Scientific Calculator

- **Financial Calculators**
  - Texas Instruments: BA II Plus Professional, BA II Plus
  - Hewlett Packard: HP 10bII+Financial Calculator, HP 12c, HP 12c Platinum, HP 17bII+Financial Calculator

*Check with the proctor (cbtesting@uco.edu) if you have a calculator version outside of this list to see if it is approved prior to testing.*

**Prohibited Calculators**

- Programmable calculators
- Graphing calculators
- Cell phone calculators
- Computer or tablet calculators
- Calculators that use electrical outlets
- Calculators with QWERTY keypads
- Paper-tape calculators
- Calculators with a pen-input device or stylus

**Leave these Devices at Home**

- Anything that can connect to the Internet
- Anything that makes noise or "talks"
- Tablets or cell phones
- Laptops or handheld computers
Calculator Tips

- Bring your own calculator. You cannot share calculators.
- You cannot use multiple calculators simultaneously on the exam unless your professor or the particular exam makes allowance for it based on their exam submission.
- Do not bring a brand-new calculator you have never used before. Bring one you know how to use.
- Practice for the test using the same calculator you plan to use on test day.
- Bring a back-up calculator in the event yours malfunctions.

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

1. Students are responsible for reading and following all of the policies and procedures for obtaining accommodations every semester from DSS. (Reference: DSS website)
2. If you want to test in the CBTC, each of your instructor(s) must provide a copy of your accommodation letter to Dr. Niccole Miller via email at nmiller18@uco.edu.
3. Dr. Miller will work with each of the instructor(s) to ensure the appropriate accommodations are met and after confirming will inform the instructor(s) and the student via UCO email that they can email cbtesting@uco.edu to schedule all of their exams for the semester, availability permitting.

Please Note: To ensure that the student receives all of the necessary accommodations, all DSS accommodation exams must be scheduled with the CBTC proctors via email at cbtesting@uco.edu at least two (2) full business days in advance (12 hours for summer and intersession classes). Final exams must be scheduled by noon the Monday before finals week.

Examples:

- If today is Monday, the next exam date is Thursday.
- If today is Tuesday, the next exam date is Friday.
- If today is Wednesday, the next exam date is Monday.
- If today is Thursday, the next exam date is Tuesday.
- If today is Friday, the next exam date is Wednesday.

* Weekend and holidays will NOT count as business days.
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.

Students who are suspected of cheating while in the CBTC will be asked to stop their exam immediately, and leave the CBTC. Students who are disruptive in the CBTC will be asked to leave the CBTC. 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 CBTC 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.