

Testing Policies and Procedures in the ARC

Test proctoring in the ARC is available to students who qualify for accommodations through the Disability Services Office, or students who miss a test because they are representing the university at a university-sanctioned event. The date and time at which students will take a test is decided by the professor teaching the course. Professors and students need to be aware of space constraints. **The ARC needs three business days notice prior to the test date from students in order to ensure that we have necessary personnel on hand.** Testing in the ARC is available Monday through Friday (when classes are in session) beginning at 8:30 AM and all exams must be completed by 5 PM on these designated days.

Procedure

1. **Course Information:** Students must know their instructor's name and the name of the course/exam they are taking. Students must arrive at the ARC Testing Center with adequate time to complete the exam (per instructor's guidelines).
2. **Scheduling:** Students must schedule the appointment **three business days before the test (i.e. for a Monday test student should schedule the test date no later than the Wednesday prior)** via the online signup above. Appointments are given on a first-come, first-served basis.
 - The time a student reserves for the exam is the time that the exam starts. If a student arrives more than 10 minutes late for an exam and the testing center is full, the student will not be allowed to take the test and will have to reschedule. Students will not be given an extension of time if s/he starts the exam late.
 - Testing begins at 8:30 a.m. Monday-Friday. There is no testing on weekends.
 - The ARC closes at 5:00 p.m. Monday-Friday during the fall and spring semesters, and at 5:00pm Monday-Thursday and 12:00 p.m. on Fridays during the summer (with exceptions on holidays). When you schedule an exam make sure that the latest time for ending your exam is not after closing time.
3. **Time Allocated:** Students are only permitted to use the allotted time as outlined by their instructor or as stated on their Letter of Accommodation.
4. **ID:** Students must have a current, valid, recognizable Bellarmine, state or federal issued photo ID.
5. **Disruptive Behavior:** Disruptive behavior will not be tolerated. Any student acting in a disruptive manner will be asked to leave the testing room.
6. **Surrender Exams and Materials:**
 - Exams are collected when the allotted testing time (as described by the instructor or in the accommodation letter) has ended.
 - Students must turn in all testing materials, including scratch paper, to the testing proctor before leaving.

Academic Honesty Expectations in the ARC

All students taking exams in the ARC must adhere to the Bellarmine Academic Honesty policy as stated in the course catalog. If a student is suspected of cheating on an exam, the proctor will report the incident to the Assistant Vice President for Student Affairs and will write an incident report which will be given to the

faculty member for whose class the exam was required. The faculty member will take action, which may include a failing grade "F" on the exam or a failing grade "F" in the course. Additional actions which may be taken can be found in the catalog under "Academic Honesty."

To maintain Bellarmine's commitment to academic honesty, the ARC has implemented the following rules:

1. Materials and personal belongings are not allowed in the testing room, including hats, sunglasses, purses, backpacks, books, papers, cell phones, etc. Any exceptions will be noted on the directions of the exam.
 - a. No food or drink of any kind will be allowed inside the testing room (unless specified on the accommodation letter).
 - b. Students may not use books, notes, calculators, or other aids when taking exams unless the instructor has given permission to the ARC staff that such items are allowed during the exam. Instructors supply this information in advance of the testing dates.
2. **No Breaks While Testing** – The exam must be completed in one sitting. Students may not begin the exam, then leave and come back at a later time to finish (unless specified on the accommodation letter).
3. **Computer Usage** – Computers are only used for taking online exams. Students may not visit outside sources during the exam.

Students who disregard these rules are subject to being charged with breaking the university's academic honesty policy. All students will be monitored by a proctor and video surveillance. Proctors in the testing center will monitor during the exam. Monitoring includes watching from a seated position in the room, walking through the room, and viewing a computer screen showing a video feed from the cameras that are in use inside the testing room.