

## **Make-Up/On-line Exam Policy for the Alice Rowe Learning Assistance Center**

As part of the services offered at the LAC, we assist with administering make-up exams as well as on-line testing for certain classes. The following policies are place in order to help us adequately monitor the exam process. Please note that we have the ability to remotely monitor all on-line testing in the LAC. The LAC reserves the right to refuse testing services to any student that does not follow our testing guidelines.

### **Make-up/on-line exam general guidelines:**

1. Available testing times for Fall 2009 are:

**Monday-Thursday:** 1:15pm –5:15pm

**Friday:** 8:00am – 1:00pm

*Note: We **do not** offer testing at any other time during the week. This policy will not change all semester so students should plan accordingly.*

2. Students will schedule their appointments online or in the LAC at least two days in advance. See next page for instructions on how to schedule your exam.
3. Students will be expected to sign-up for a specific, hourly time-slot. (i.e. 1:15-2:15, 3:15-4:15, etc) Due to limited seating, priority will be given to students who have reserved a time slot. If the exam room is full, drop-in students will be asked to sign up for a specific time and come back later.
4. Students will need to present a Student ID to take a make-up exam.
5. Students missing their scheduled time must sign up for a new time. If you know in advance you are going to miss your scheduled time, you should cancel your appointment so another student can sign up for that time.
6. Students shall remain courteous to the LAC staff or lose their testing privileges.
7. No tests will be started within 30 minutes of closing or the end of the scheduled time slot. I.e. if you sign up for the 1:15-2:15 time slot, you must begin your test by 1:45.
8. The LAC has a **ZERO-tolerance** policy with academic dishonesty. Any student caught cheating will, at a minimum, be reported to their instructor, the Dean's office, and have their LAC testing privileges revoked immediately.

**Instructions for scheduling an exam:**

1. The student will need to go online to the Tutortrac website.

There are a few different ways to get to this site:

- a. If you are in the LAC, go to the computer next to the Quiet Room. This computer will already be at the log-in page.
  - b. If you are not in the LAC, the quickest way to get to the website is to go to the LAC's website. We have a link on BGCC's webpage, and the address is <http://www.bgcc.wku.edu/LearningAssistanceCenter.htm>
2. Now that you are at Tutortrac's site, login in using your WKU email and password. (without the @wku.edu)
  3. At the top middle of the page, select "Go To..." and "Make Appointment"
  4. Now select the center as "LAC", then from tutor select the proper one from "Online (A&P)", or "Online (other)" or "Makeup Test (paper)" and input the days you want to schedule for.
  5. From the list that comes up, select the day and time you want. Note that there is a limit of how many students can sign up for each time slot.
  6. If you can't make your allotted time, please cancel your appointment so another student can sign up.

**Check-in procedure:**

To help maintain test security, the following guidelines will be followed:

1. Each student must be check to the LAC (on one of our check-in computers) prior to testing.
2. Students will need to present a Student ID to take a make-up exam.
3. Prior to starting the exam, students will be required to turn off their cell-phones and place any non-test-related, personal belongings in a file cabinet in the Testing Center.
4. The start and stop times will be logged for each exam.
5. For paper exams, finished tests will be returned to a LAC employee to be filed.

If you have any questions, please contact us @ 780-2536

Jack Moeller  
Coordinator, ARLAC

Jan Duvall  
Learning Assistance Specialist