

COLBY TEST CENTER

Covid-19 Processes & Protocols

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WHAT IS THE COLBY TEST CENTER?

- The Colby Test Center will provide exam proctoring *only* for students who receive testing accommodations.
- The Colby Test Center is located on the third floor of Miller Library by the quiet study area. *We can safely proctor 12 students at a time (6 in each room).*

HOW ARE EXAMS SCHEDULED?

- Instructors can submit a test center request form to initiate the process, no later than 48 hours prior to the exam.
- LINK. <https://forms.gle/nXZVoU1FDW93E4Cw5>
- A Colby Test Center proctor will reach out to confirm the details of the test with the Instructor and student.
- Instructors can either email their exams to the proctor or deliver a hard copy to the Dean of Studies Office 24 hours prior to the exam time.

HOW ARE EXAMS PROCTORED?

- Students are asked to arrive ten minutes prior to the exam to sign in, leave their belongings outside and receive any materials/specific instructions related to the exam.
- Proctors visually monitor the testing environment.
- Proctors wipe down carrels and materials after each use.
- Remote proctoring will be used for students w/ disabilities who are asked to self-isolate or quarantine but are able to take the exam.
- Completed exams will be available for return by email or pick up from the Dean of Studies office, 24 hours after the exam.

THINGS TO CONSIDER....

- We have simple calculators, paper, pens and pencils. Materials such as graphing calculators, green books and exams that require color should be included with the exams.
- **Due to the reduced capacity and need for cleaning time, exams may need to be scheduled at times different than the general class.**
- We will not be able to proctor exams for students who do not receive accommodations for Fall 2020.