

TEST CENTRE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	D. Student & Academic
Parent Policy:	D18
Approval Date:	April 12, 2024
Effective Date:	April 12, 2024
Procedure Owner:	Vice President, Academic Director, Teaching & Learning Centre of Innovation

Overview:	<p>The Test Centre at Olds College of Agriculture & Technology (the “College”) is located within the physical space of the Learning Commons and is managed by Accessibility Services within the Teaching & Learning Centre of Innovation (TLCI). The Test Centre offers a distraction-reduced environment where students can access supports for accommodated students including, but not limited to: extra time for assessment, text-to-speech software and visual aids. The Test Centre also provides exam invigilation for external clients.</p>
Procedures:	<p>All Olds College students are welcome to utilize the Test Centre. Accommodated students have priority for use of the Test Centre. The procedure for accessing the Test Centre at the College is as follows:</p> <p>Olds College Accommodated Students</p> <ul style="list-style-type: none"> • Book online at least 3 days prior to the scheduled assessment. <p>Olds College Non-Accommodated Students</p> <ul style="list-style-type: none"> • Use of the Test Centre for non-accommodated students must be approved by the instructor. • Non-accommodated students or instructors must access the appropriate form for using the Test Centre on the Test Centre website. • Return the form to the Test Centre no less than 3 days prior to the day you wish to schedule the missed/makeup exam. <p>Olds College Faculty</p> <ul style="list-style-type: none"> • Check emails daily for notifications that a student has booked an exam. • Click the confirm/edit button at the bottom of your screen and follow the prompts to upload the exam, if required. • If one of the student’s accommodations is extra time, ensure you adjust the time appropriately in Moodle if it is a Moodle exam. • Deliver any hard copy documentation (if it cannot be uploaded online) to the Test Centre one business day before the booked exam is to be invigilated.

	<p>Test Centre Personnel</p> <ul style="list-style-type: none"> • Check emails and booking notifications throughout the day for new exam bookings. • Check booking information for accuracy of information entered and print off the student exam sheet as necessary. • Add the Test Centre & Test Centre staff as invigilators to the booking so exam bookings will show on their calendar. • Ensure the instructor has responded to the exam booking and the Test Centre has received all of the exam information and details. • Print any hard copy exams and attach to the student exam sheet; file in exam-day folder. • Scan and put an e-copy of the exam and any related documentation in Student folders (if speech to text is required). • Invigilate exam; return hard copy exams by method indicated in instructor's exam information. <p>External Clients</p> <ul style="list-style-type: none"> • Complete the Exam Invigilation Request Form. • Confirm the booking via the Google Calendar invite you will receive. • Changes or cancellations must be made at least 24 hours in advance. • Fees will be communicated by the Test Centre directly to the client.
<p>Definitions:</p>	<p>Accommodated Student: Any student enrolled in the College programming who has registered with Accessibility Services in order to receive accommodations for a documented disability (see parent policy D18 Disability & Accessibility Support).</p> <p>External Client: Individuals not enrolled in the College programming who require invigilation of an exam for a fee.</p>
<p>Related Information:</p>	<p>Test Centre Website</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>New: October 2020 Revised: September 2021 Revised: May 2023 Revised: April 2024</p>