

## TEST CENTRE PROCEDURE

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

<b>Category:</b>	D. STUDENT / ACADEMIC
<b>Parent Policy:</b>	D18 Disabilities and Accessibility Support
<b>Approval Date:</b>	October 15, 2021
<b>Effective Date:</b>	March 23, 2021
<b>Procedure Owner:</b>	Director, TLCI

<b>Overview:</b>	<p>The Test Centre at Olds College is located within the physical space of the Learning Commons and is managed by Accessibility Services within the Teaching and 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>
<b>Procedures:</b>	<p>All Olds College students are welcome to utilize the Test Centre. The procedure for accessing the Test Centre at Olds College is as follows:</p> <p><b>Olds College Students</b></p> <ul style="list-style-type: none"> <li>• Book on <a href="#">Compass</a> at least 3 days prior to the scheduled assessment</li> </ul> <p><b>Olds College Faculty</b></p> <ul style="list-style-type: none"> <li>• Check emails daily for notifications from Compass that a student has booked an exam.</li> <li>• Click the confirm/edit button at the bottom of your screen and follow the prompts to upload the exam, if required</li> <li>• If one of the student's accommodations is extra time, ensure you adjust the time appropriately in Moodle if it is a Moodle exam</li> <li>• Deliver any hard copy documentation (if it cannot be uploaded to Compass) to the Test Centre 24 hours before the booked exam is to be invigilated</li> </ul> <p><b>Test Centre personnel</b></p> <ul style="list-style-type: none"> <li>• Check emails and Compass throughout the day for new exam bookings</li> <li>• Check Compass booking information for accuracy of information entered and print off the student exam sheet</li> </ul>

	<ul style="list-style-type: none"> <li>● Add the Test Centre &amp; Test Centre staff as invigilators to the booking so exam bookings will show on their Compass calendar</li> <li>● Ensure the instructor has responded to the exam booking and the Test Centre has received all of the exam information and details</li> <li>● Print any hard copy exams and attach to the student exam sheet; file in exam-day folder</li> <li>● Scan and put an e-copy of the exam and any related documentation in Student folders (if R&amp;W is required)</li> <li>● Invigilate exam; return hard copy exams by method indicated in Instructor’s exam information</li> </ul> <p><b>External Clients</b></p> <ul style="list-style-type: none"> <li>● Complete the <a href="#">Exam Invigilation Request Form</a></li> <li>● Confirm the booking via the Google Calendar invite you will receive</li> <li>● Changes or cancellations must be made at least 24 hours in advance</li> <li>● Cancellation charge of \$25.00 may apply</li> <li>● A fee of \$75.00 will be charged at the time the exam is written</li> </ul>
<p><b>Definitions:</b></p>	<p><b>Accommodated Student</b> - any student enrolled in Olds College programming who has registered with Accessibility Services in order to receive accommodations for a documented disability (see parent Policy D18 - Disability and Accessibility Support</p> <p><b>External Client</b> - individuals not enrolled in Olds College programming who require invigilation of an exam for a fee</p>
<p><b>Related Information:</b></p>	<p>D18 Disabilities and Accessibility Support Policy</p>
<p><b>Review Period:</b></p>	<p>Annually</p>
<p><b>Revision History:</b></p>	<p>October 2020: New September 2021: Revised</p>