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Things You Need to Know About Testing: Best Practices, Tips and Tricks

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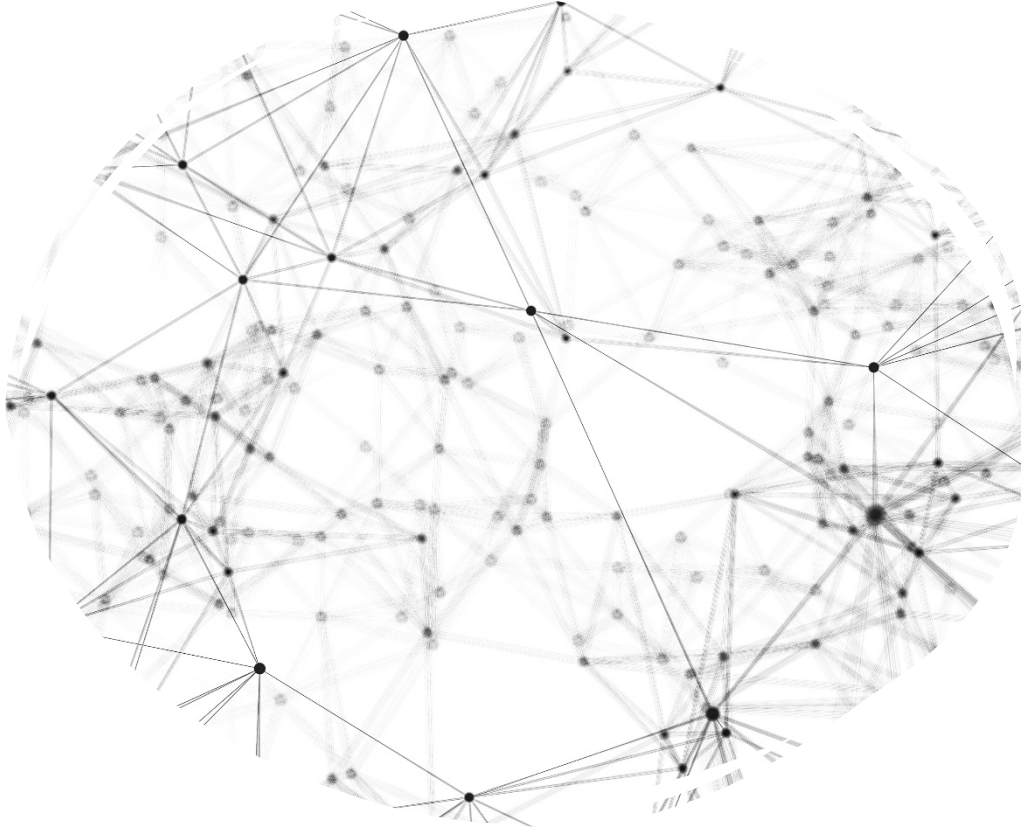


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TIPS for Exams

Kathryn Zawisza

TIPS Team

Director of Academic Tech,
IT Services

TIPS for In Class Online Exams

Preparing For the Exam

- Come see us or email us
 - Create a practice quiz
 - Test at home and in class
 - Review TIPS for Exam day
 - Have a Backup Plan
-
- <https://tips.uark.edu/category/how-to-tutorials/assessmentsandachievements/inclassexams/>

TIPS for In Class Online Exams

Preparing Your Students

- Download Respondus LockDown Browser
- Practice at home
- Practice in class
- TOP TIPS
- Check out a laptop STC
- Guest Wifi

- <https://tips.uark.edu/category/how-to-tutorials/assessmentsandachievements/inclassexams/>

Try new things! Group Exams



APPLICATION



CRITICAL
THINKING



CONSENS
US
BUILDING



COMMUNICATION

Student Success

at The CORD
Cordia Harrington Center for Excellence

Kristen Karpinski
Associate Director for Academic Initiatives
Coordinator, Peer Academic Coaching Program
479-575-3380
klkarpin@uark.edu
success.uark.edu



How You Can Help Students Ace Your Tests

Peer Academic Coaching

Supplemental Instruction

Tutoring

Writing Studio

Faculty Resources

FIND YOUR SUCCESS

Academic Coaching
Career Studio
Tutoring
Writing Studio

Supplemental
Instruction

Study Tips &
Faculty Resources

360 Program
ASAP
Academic Outreach
First-Gen Students
TRIO SSS

Student Success
Courses

Work at the CORD

success.uark.edu

Student Appointments

Student must be logged in
with their username



FIND YOUR SUCCESS

Academic Coaching
Career Studio
Tutoring
Writing Studio

Supplemental
Instruction

Study Tips &
Faculty Resources

360 Program
ASAP
Academic Outreach
First-Gen Students
TRIO SSS

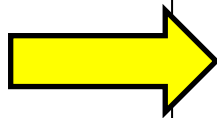
Student Success
Courses

Work at the CORD

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Student Appointments

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logged in with
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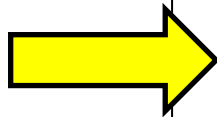


The screenshot shows the 'Student Success' website for the University of Arkansas. The header includes the university logo, a search bar, and navigation links for Home, Courses, Resources, SI, Tutoring, Coaching, Writing, and About Us. The main content area features a paragraph about academic support opportunities, an illustration of a student with a laptop and charts, and a prominent 'Need Help Now?' button with a 'Schedule an Appointment' link. Below this are three sections: Tutoring, Peer Academic Coaching, and Writing Studio, each with a brief description and a 'Learn more' link. The footer contains links for 'Access Writing Guides' and 'Access Faculty & Staff Support'.

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Student Appointments

Student must be
logged in with
their username



The screenshot shows the 'Student Success' website for the University of Arkansas. The header includes the university logo, a search bar, and navigation links for Home, Courses, Resources, SI, Tutoring, Coaching, Writing, and About Us. The main content area features a paragraph about academic support opportunities, an illustration of a student with a laptop and charts, and a prominent 'Need Help Now?' button with a 'Schedule an Appointment' link. Below this are three sections: Tutoring, Peer Academic Coaching, and Writing Studio, each with a brief description and a 'Learn more' link. The footer contains links for 'Access Writing Guides' and 'Access Faculty & Staff Support'.

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Student Appointments

Student must be
logged in with their
username

New Appointment

Student >

Center

Service

Subject Area

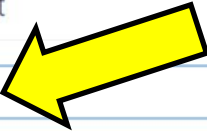
Instructor

Pick a Slot



Confirm

Select Student

[Continue >](#)



Results

<input type="checkbox"/>	 Ethan Brown esb005	>
<input type="checkbox"/>	 Ethan Brown emb030	>


To make an appointment, select the center, service, and (if applicable) your course. The available staff members will be listed and then you can select an available time slot.


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Student Appointments


Student must be logged in with their username


New Appointment


Student 


Center 

Service 

Subject Area 

Instructor 

Pick a Slot 


Confirm 

Select Center or [Find Service](#)


Search center or service...

Type to search location or service...


Available Centers and Services

 **Academic Coaching**

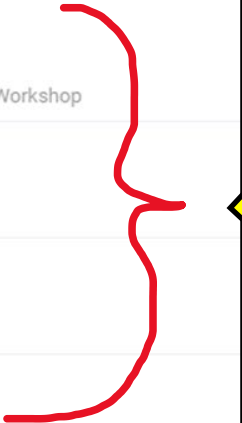
OFFERS: In- Person Peer Academic Coaching Online Peer Academic Coaching Waiting for my Appointment Workshop

 **Tutoring**

OFFERS: 1-on-1 Online Tutoring Appointment 1-on-1 Tutoring Appointment

 **Writing Studio**

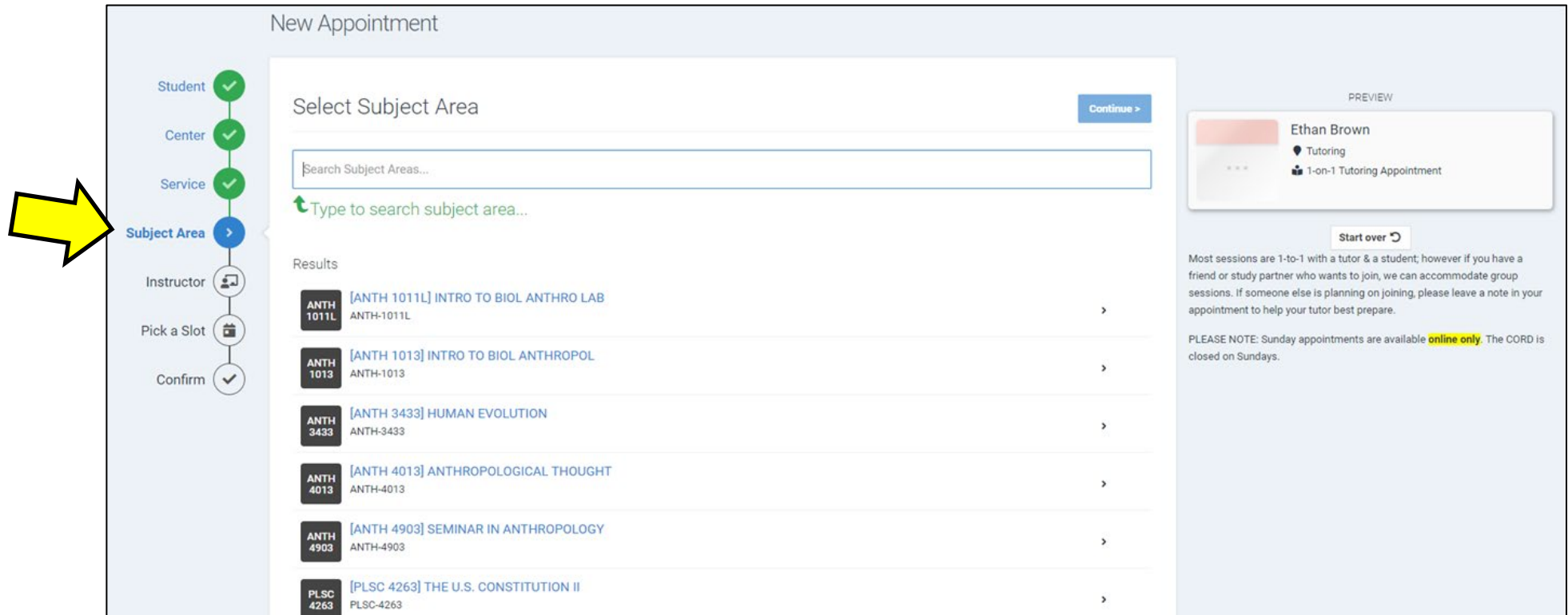
OFFERS: In-Person Writing Consultation Online Writing Consultation



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Student Appointments

Student must be logged in with their username



The screenshot shows a 'New Appointment' form with a vertical progress bar on the left. The steps are: Student (checked), Center (checked), Service (checked), Subject Area (active, highlighted with a blue circle and a yellow arrow), Instructor (not started), Pick a Slot (not started), and Confirm (not started). The main content area is titled 'Select Subject Area' and features a search bar with the placeholder text 'Search Subject Areas...'. Below the search bar is a prompt 'Type to search subject area...'. A list of results is displayed, each with a course code and title, followed by a right-pointing arrow. The results are:

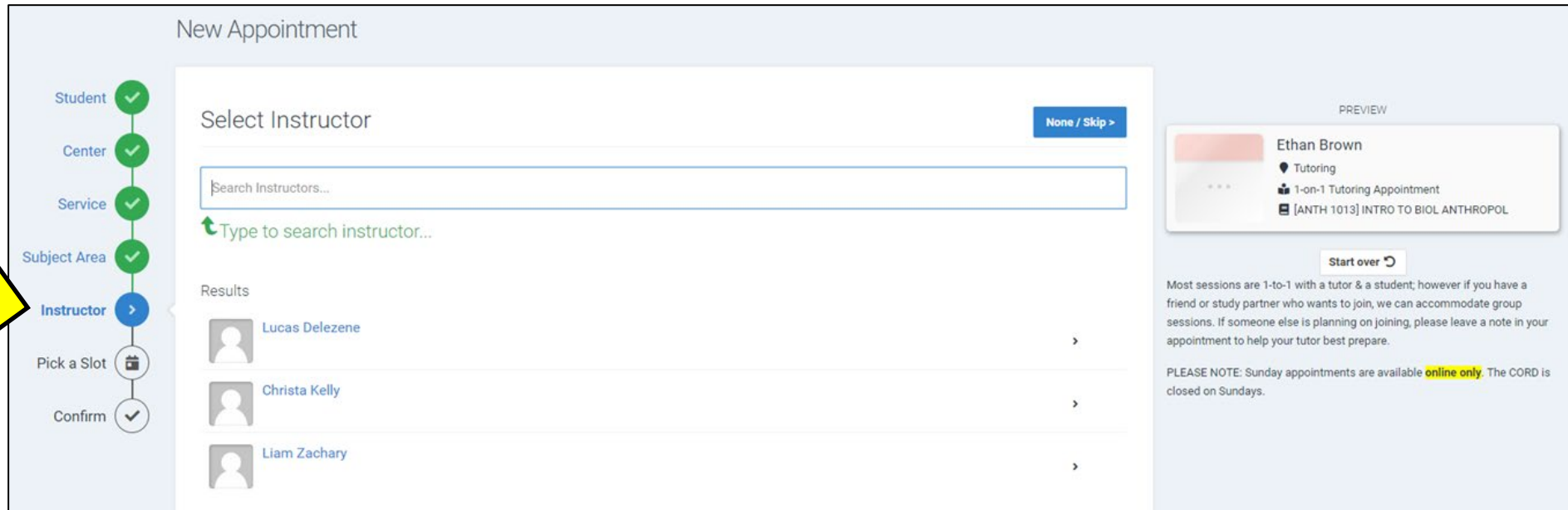
- ANTH 1011L [ANTH 1011L] INTRO TO BIOL ANTHRO LAB
- ANTH 1013 [ANTH 1013] INTRO TO BIOL ANTHROPOL
- ANTH 3433 [ANTH 3433] HUMAN EVOLUTION
- ANTH 4013 [ANTH 4013] ANTHROPOLOGICAL THOUGHT
- ANTH 4903 [ANTH 4903] SEMINAR IN ANTHROPOLOGY
- PLSC 4263 [PLSC 4263] THE U.S. CONSTITUTION II

On the right side of the form, there is a 'PREVIEW' section for 'Ethan Brown' showing 'Tutoring' and '1-on-1 Tutoring Appointment'. Below this is a 'Start over' button and a note: 'Most sessions are 1-to-1 with a tutor & a student; however if you have a friend or study partner who wants to join, we can accommodate group sessions. If someone else is planning on joining, please leave a note in your appointment to help your tutor best prepare. PLEASE NOTE: Sunday appointments are available online only. The CORD is closed on Sundays.'

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Student Appointments

Student must be logged in with their username

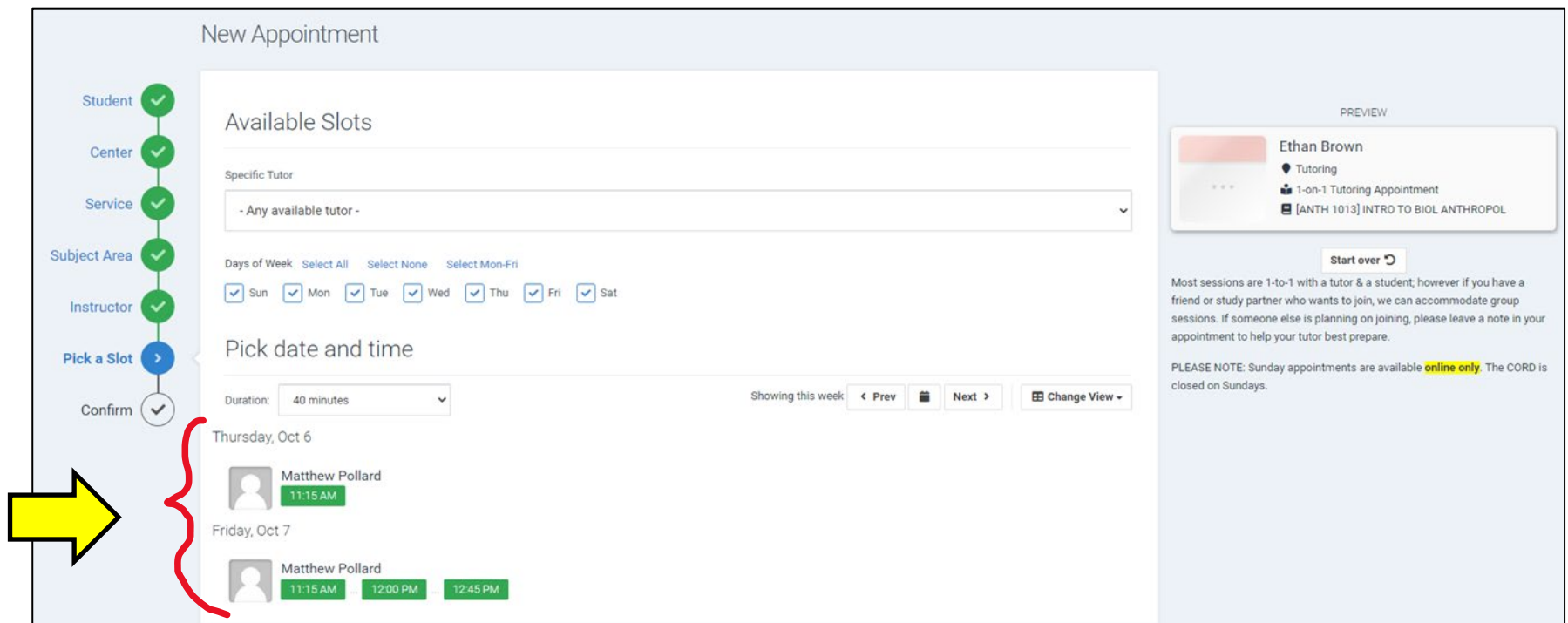


The screenshot shows a 'New Appointment' form with a vertical progress bar on the left. The steps are: Student (checked), Center (checked), Service (checked), Subject Area (checked), **Instructor** (active, highlighted with a blue circle and a yellow arrow), Pick a Slot (calendar icon), and Confirm (checkmark icon). The main content area is titled 'Select Instructor' and features a search bar with the placeholder text 'Search Instructors...'. Below the search bar is a green arrow icon and the text 'Type to search instructor...'. The 'Results' section lists three instructors: Lucas Delezene, Christa Kelly, and Liam Zachary, each with a profile picture icon and a right-pointing arrow. A blue button labeled 'None / Skip >' is in the top right of the search area. On the right side of the form, there is a 'PREVIEW' section for 'Ethan Brown' showing details like 'Tutoring', '1-on-1 Tutoring Appointment', and '[ANTH 1013] INTRO TO BIOL ANTHROPOL'. Below the preview is a 'Start over' button and a note: 'Most sessions are 1-to-1 with a tutor & a student; however if you have a friend or study partner who wants to join, we can accommodate group sessions. If someone else is planning on joining, please leave a note in your appointment to help your tutor best prepare. PLEASE NOTE: Sunday appointments are available **online only**. The CORD is closed on Sundays.'

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Student Appointments

Student must be logged in with their username



The screenshot shows a web interface for scheduling appointments. On the left is a vertical sidebar with steps: Student, Center, Service, Subject Area, Instructor, Pick a Slot, and Confirm. The 'Pick a Slot' step is highlighted with a blue circle and a right-pointing arrow. A large yellow arrow points to this step from the left. A red bracket groups the 'Pick a Slot' and 'Confirm' steps. The main content area is titled 'New Appointment' and contains sections for 'Available Slots', 'Specific Tutor' (a dropdown menu), 'Days of Week' (checkboxes for Sun-Sat), 'Pick date and time' (a calendar view), and 'Duration' (a dropdown menu). The right sidebar shows a 'PREVIEW' of the appointment for 'Ethan Brown' and includes a 'Start over' button and a note about Sunday appointments.

New Appointment

Student ✓
Center ✓
Service ✓
Subject Area ✓
Instructor ✓
Pick a Slot →
Confirm ✓

Available Slots

Specific Tutor
- Any available tutor -

Days of Week: Select All Select None Select Mon-Fri
☒ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat

Pick date and time

Duration: 40 minutes

Showing this week < Prev Next > Change View

Thursday, Oct 6
Matthew Pollard 11:15 AM

Friday, Oct 7
Matthew Pollard 11:15 AM 12:00 PM 12:45 PM

PREVIEW
Ethan Brown
Tutoring
1-on-1 Tutoring Appointment
[ANTH 1013] INTRO TO BIOL ANTHROPOL

Start over ↺

Most sessions are 1-to-1 with a tutor & a student; however if you have a friend or study partner who wants to join, we can accommodate group sessions. If someone else is planning on joining, please leave a note in your appointment to help your tutor best prepare.

PLEASE NOTE: Sunday appointments are available **online only**. The CORD is closed on Sundays.

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Student Appointments

Student must be logged in with their username

New Appointment

You're Almost Done!

Student ✓

Center ✓

Service ✓

Subject Area ✓

Instructor ✓

Pick a Slot ✓

Confirm >

Recurrence: [Setup Recurrence](#)

Notes:

[Attach](#)

Review Details:

OCT

7

FRIDAY

Ethan Brown

Tutoring

1-on-1 Tutoring Appointment

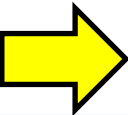
[ANTH 1013] INTRO TO BIOL ANTHROPOL

Matthew Pollard

12:45-1:25 PM

PREVIEW - NOT CONFIRMED YET

[CONFIRM](#) [Discard and Start Over](#)



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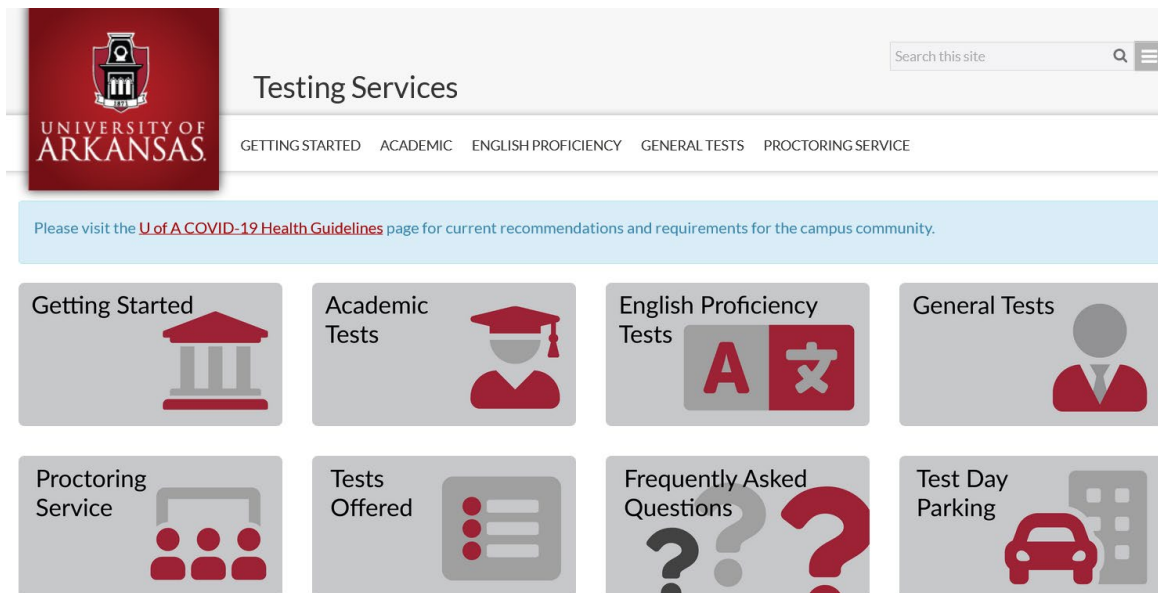
Testing Services and Accommodated Testing

Christa Hestekin

Associate Professor, Ralph E. Martin Department of Chemical Engineering
Interim Associate Dean for the Graduate School and International Education

What is Testing Services?

- Provides high quality test services for students, graduates, professionals, etc.
- A unit of the Graduate School and International Education
- Includes:
 - proctoring for accommodated tests as outlined by CEA
 - proctoring for in-class for make-up exams for a fee
 - administering educational exams including ACT, GED, GRE, GMAT, LSAT, MCAT, TOEFL
 - administering licensure exams for engineering, lawyers, teachers, real estate, etc.



<https://test.uark.edu/>

CEA accommodations

- **Faculty are responsible for providing reasonable accommodations to students for whom they have received an accommodation letter, consistent with university ([Faculty Handbook: Academic Responsibilities of Faculty](#), [2.2 Workload](#), [Academic Policy Series 1520.10](#) & [1520.20](#)) and [Center for Educational Access \(CEA\)](#) policies and procedures.**
- Faculty can provide the accommodations themselves or work with Testing Services

What are accommodated exams?

Test Accommodations

U of A / Faculty / Test Accommodations

Students with disabilities may encounter any number of barriers to the various testing environments - online, paper-and-pencil, etc. As each individual may experience barriers which differ from those of another, no two student accommodation request letters may look the same. These accommodations are necessary to remove barriers experienced by students with a wide variety of disabilities from medical or chronic health conditions to psychiatric disabilities.

If you have questions at any time regarding accommodations listed on a student's accommodation request letter, please contact the CEA office at [479-575-3104](tel:479-575-3104) or email us at ada@uark.edu.

Accessible digital materials for open-book tests

For students who use alternative formats for textbooks and other course materials, they will also need to have these alternative formats available for any open-book tests.

All instructions provided in writing

For students with various disabilities, providing instructions in written format can remove barriers and avoid misunderstandings.

Brief breaks (during tests)

Student may need to take occasional breaks during test/quizzes. This may include leaving the room suddenly.

Calculator - audible - for tests/quizzes or Calculator - basic 4-function - for tests/quizzes

For students who are blind or have low vision, use of an audible calculator may be necessary. For students with other disabilities, use of a basic calculator (non-graphing) may remove barriers to math computation.

Distraction-reduced testing environment

For some students, the environment in which a test occurs can be a barrier to demonstrating their knowledge. Reducing these distractions can alleviate barriers to the process of focusing, formulating answers, reading and/or writing.

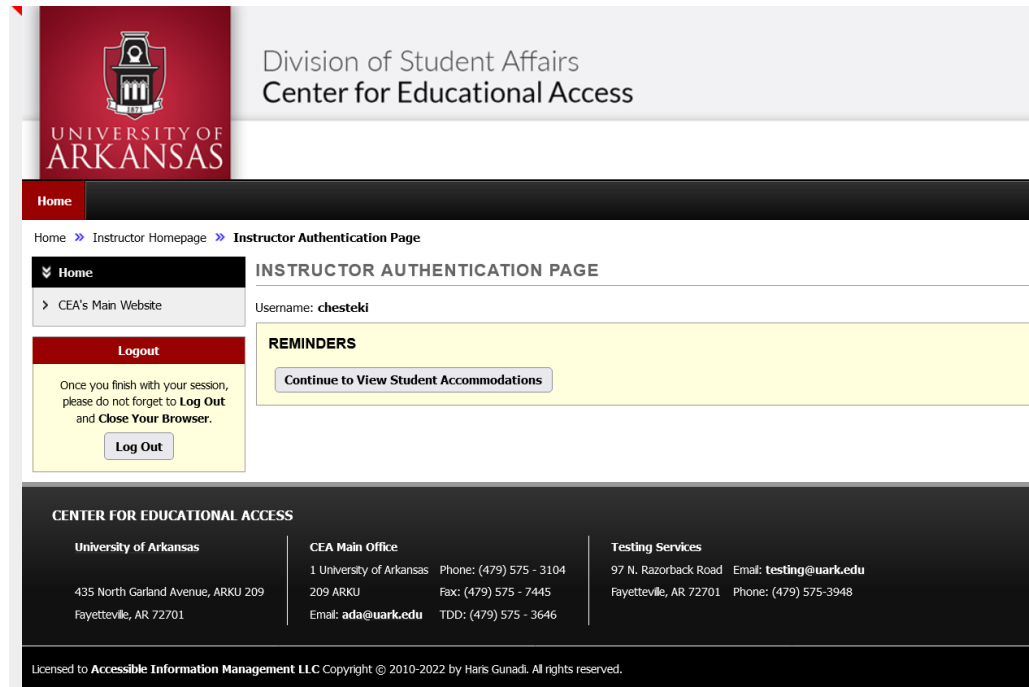
Tests formatted in accessible alternate format

- Students with printed-related disabilities may need materials in accessible alternate formats (e.g. braille, audio, or audio with text).
- Digital file does not equate to accessible file.
- To access such materials, students may need to use technology such as special hardware, apps on an iPad or iPhone, or special software on their PC/Mac.
- The CEA Alternative Text Lab can provide guidance and assistance to instructors regarding conversion of tests. Please contact the CEA Alternative Text Lab Coordinator at cealab@uark.edu.

Sign language interpreter or Transcriber (for test instructions or instructor communication)

For students with hearing loss, a sign language interpreter or transcriber can provide communication between the student and instructor or real-time communication of additional announcements which may be made verbally to the class during a test.

As a faculty member, what do I need to do?



- Once receive notification from CEA via email, need to login to manage student accommodations
- Faculty can arrange accommodations on their own or work with Testing Services
- For online, Blackboard can accommodate extra time and ProctorU is a separate license that can also be set up for accommodations
- Recommendation: reach out to student to discuss how their accommodations should be handled

If I want Testing Services to administer my accommodated exam, what should I do?

- Need to fill out testing agreement – includes specifications about what student can and cannot have
 - Ex. calculator, ruler

Home » Instructor Homepage » Accessible Testing/Quizzes

Views and Tools

- > Overview
- > Course Syllabus
- > Accessible Testing/Quizzes
- > Accessible Course Documents
- > Notetaking Services
- > Deaf and Hard of Hearing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

ACCESSIBLE TESTING/QUIZZES

List Exams Completed Exams Files Students' Cours

Class: CHEG 5113.001 - Transport Processes I (CRN: 93207)

Testing Agreement

1. **1. Are you requesting Testing Services to facilitate test accommodation(s) for eligible students in the specified course section? ***

☒ Yes

☐ No

☐ Not Sure (Specify Below)

Additional Note or Comment

2. **How are exams administered in this course? (Select all that apply) For computer-based exams, specify if a password is required. * (Selection is Required)**

☐ In-Class: Computer Based Exam. (Specify Below)

☒ In-Class: Paper-Based Exam. Please specify any writing components, if applicable. (Specify Below)

☐ Remotely / Outside of Class: Computer Based Exam. (Specify Below)

☐ Other (Specify Below)

Additional Note or Comment

problems are mathematical so they will write equations

3. **My exam REQUIRES the use of the following (select all that apply):**

☐ Scantron (Specify Below)

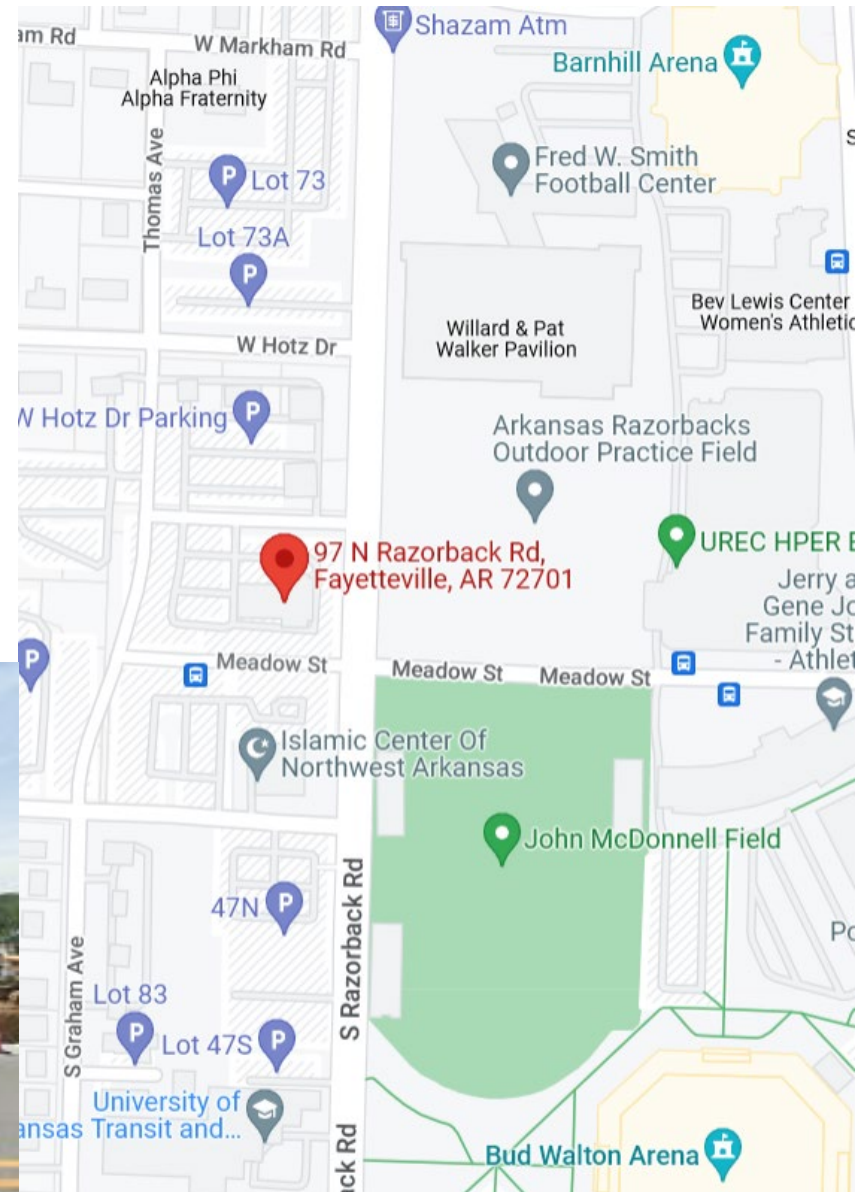
☐ Blue Book

☐ Blackboard (Specify if password and/or Respondus Lockdown is required) (Specify Below)

☐ Media / Audio Player (e.g., for listening portion)

☐ Microsoft Office applications (i.e. Excel, Powerpoint, Word, etc.) (Specify Below)

Where is Testing Services?



Testing Services: student's view



Testing Services: proctor's view



Testing Services: make-up and other course exam services

- For a fee, Testing Services can administer a courses' exams or an instructor's make-up exams
- These fees can be paid using University TELE fees

AFLS	Agricultural, Food and Life Sciences - Undergraduate	College Fee - TELE (Teaching Equipment and Laboratory Enhancement Fees)	Per credit hour; All On-Campus Courses	25.70
ARCH	Architecture General Education - Undergraduate	College Fee - TELE	Per credit hour; All On-Campus Courses	32.60
ARSC	Arts and Sciences - Undergraduate	College Fee - TELE	Per credit hour; All On-Campus Courses	14.41
WCOB	Business - Undergraduate	College Fee - TELE	Per credit hour; All On-Campus Courses	23.50
COEHP	Education and Health Professions - Undergraduate	College Fee - TELE	Per credit hour; All On-Campus Courses	17.04
ENGR	Engineering - Undergraduate	College Fee - TELE	Per credit hour; All On-Campus Courses	35.87
AFLS	Agricultural, Food and Life Sciences	College Fee - TELE	Per credit hour; All On-Campus Courses	25.70
ARCH	Architecture General Education	College Fee - TELE	Per credit hour; All On-Campus Courses	32.60
ARSC	Arts and Sciences - Graduate	College Fee - TELE	Per credit hour; All On-Campus Courses	14.46
WCOB	Business - Graduate	College Fee - TELE	Per credit hour; All On-Campus Courses	24.50
COEHP	Education and Health Professions - Graduate	College Fee - TELE	Per credit hour; All On-Campus Courses	15.47
ENGR	Engineering - Graduate	College Fee - TELE	Per credit hour; All On-Campus Courses	42.16
LAW	Law	College Fee - TELE	Per credit hour; All On-Campus Courses	24.50

Questions?

CEA: ada@uark.edu

Testing Services: testing@uark.edu

ProctorU: gproctor@uark.edu