

Proctored Exams for Other Schools and Agencies Information

UTAH VALLEY UNIVERSITY – TESTING SERVICES



Proctoring Services

- ❑ UVU Testing Services offers proctoring services for other schools or agencies. Specific requirements and information is needed to successfully proctor exams.
- ❑ General requirements and exam information is needed prior to client scheduling.
- ❑ If there is a request for something that is out of the ordinary for testing, UVU Testing Services will review the request to determine if proctoring could be done successfully.

General Requirements

- All necessary exam information must be received prior to scheduling an appointment.
- Testers cannot be required to remove any testing materials from the premises. (Notes excluded.)
- No E-books may be used as testing aids.
- No QWERTY Calculators
- No verbal instructions required to administer the exam
- We should not need to take payment on behalf for the school/agency
- We should not be required to send any testing materials overseas
- There should be no additional software downloads required
- We should not be required to create a new log-in or account through a website

Exam Information

We will need the following information from the school or agency:

- Student's name
- School/Agency name
- Course Name & Exam number
- Professor's name
- Exam copy (for paper/pencil exams) or password (for online exams)

If applicable, we will also need the following information. If not provided, we will consider it as "None" or "N/A":

- Testing Aids
- Time Limit
- Dates available

Testing Center Location

The Testing Center is located on the northwest rim of UVU's main campus and is housed in a series of trailers labeled the Wolverine Service Center (WS).

The address is:

1165 West 800 South
Orem, UT 84058

Enter through the north entrance of the building and go through the first door to your right to Room 112.



Parking Information

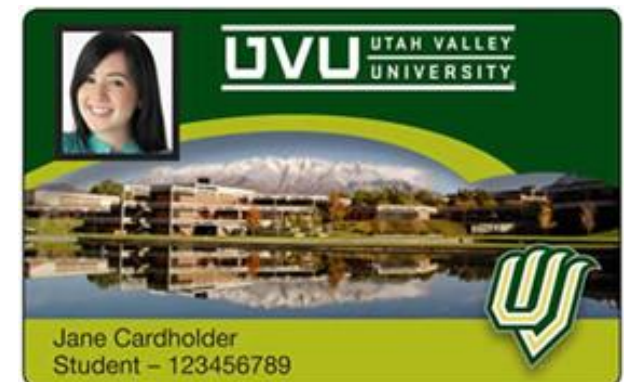
A parking permit is required. If you do not already have a parking pass, you have the following options:

- ❑ You can park in one of the white-painted parking stalls in the L9 lot just north of the Testing Center (across the street from the building entrance). You will need to use the pay-by-phone [Passport Phone Application](#) to submit payment on a per-hour basis.
- ❑ You can purchase a \$5.00 Day Pass in advance by visiting the [Parking Services Website](#) and clicking on “Obtain a Parking Permit.” The Day Pass will allow you to park in any of the stalls (besides the white-painted stalls) in the L9 or L10 lot just north of the Testing Center (across the street from the building entrance). We recommend this option if your test is scheduled for more than 4 hours

The small lots on the immediate sides of the Wolverine Service building are for Faculty and Employee parking only.

For additional questions regarding parking, please visit the UVU Parking Service website at <https://www.uvu.edu/parking/visitor-parking.html>.

Current and valid school or government ID must be present prior to taking a test.





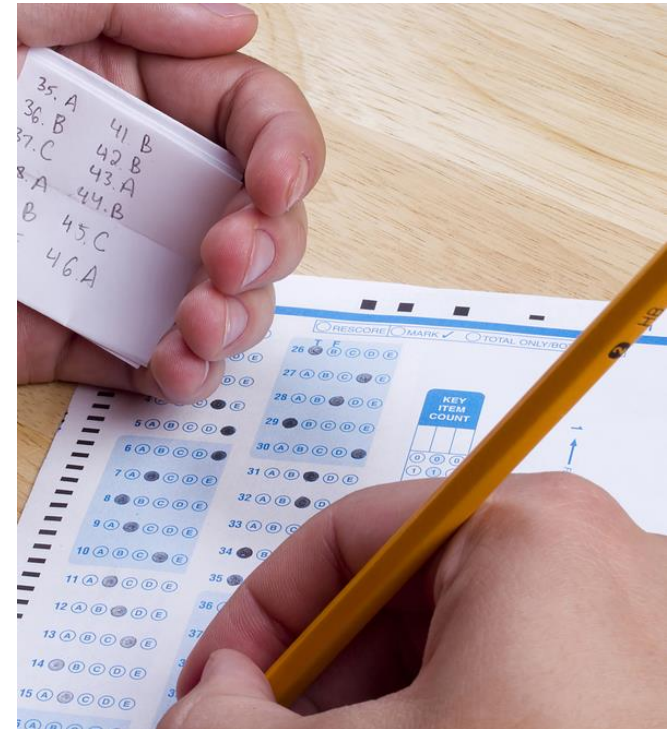
Power Off Cell Phones/Electronics

- ❑ All cell phones must be powered off and put away prior to receiving a test
- ❑ Any prohibited use of cell phones or electronics during an exam may result in termination of the exam.

Suspicious Behavior

If the proctor sees any markings on you, it will be investigated, and your test may be stopped.

We reserve the right to investigate any suspicious behavior.





Food, Drink, and Restroom Breaks

- ❑ The consumption of food or drink is not allowed in any testing room.
- ❑ If you need to get a drink, snack, or use the restroom raise your hand in the testing room and we will be happy to provide an escort for you.

All testing and personal items, including any electronic devices, must stay in the testing room during breaks.

Personal Items

- ❑ All items or bags brought into the testing center must fit under the desk and remain there for the duration of the exam.
- ❑ Sunglasses may not be worn while testing.
- ❑ Hats will be inspected prior to testing. Hats with bills must be worn backwards or put under the desk.
- ❑ Hoods of any type may not be worn while testing.



During the Exam

- ❑ You may raise your hand to ask a question, however our proctors are not allowed to clarify or help answer test questions
- ❑ The only testing aids permitted will be the ones specified to you at check in.
- ❑ If you have questions or concerns regarding the test aids, be sure to ask before testing.



We reserve the right to alter these policies and procedures at the discretion of management. This information should not be considered as an exhaustive list of all policies and procedures. Further information and documentation is available on our website.