Faculty Frequently Asked Questions

What is the size of the Testing Center?
The Testing Center is made up of 8 private rooms and a small computer lab that seats 7.

What is included at each testing station?
Each testing station is equipped with pencils, scrap paper, and earplugs. Additionally, 12 of our testing stations have a desktop computer. A white noise machine is available for student use in each of the private rooms.

How is each exam proctored?
During each exam session, the proctor continuously monitors the student's behavior paying close attention to what the examinee is looking at. The proctor keeps an eye out for any prohibited items/devices on the test taker's desk, lap, hands, and floor. Testing staff monitor every test taker for the entire testing session via the video monitoring system and by walking around the testing center at least once every 15 minutes.

Do you have virtual proctoring available?
Testing Services only offers on-site proctoring for students. Please contact OIIT for more information regarding Respondus Monitor available for Canvas.

How do I receive the completed exam?
Faculty can receive their complete exam by picking it up in the Student Affairs Building, 2nd Floor, or by selecting Electronic Return Request on the Faculty Exam Request form. For the electronic return option, testing staff will scan all test items (cover sheet, test, and any scrap paper used) and email the PDF file to your NSU email account. Faculty may check electronic return request and still pick up the physical copy of the exam if prior to the end of the semester.

Can you proctor my whole class at your center?
Testing Services' primary focus is to facilitate testing accommodations for students with documented disabilities. Testing Services can occasionally serve as an alternate facility to proctor make-up exams for students with extenuating circumstances, such as illness or family emergencies, that prohibit them from taking an exam during their scheduled class time. We cannot proctor an exam for an entire class, please reach out to your chair if you need special assistance.

What are your hours of operation?
Testing Services is open Monday through Thursday from 8:30am to 6:00pm and Friday from 8:30am-5pm. During midterm and finals week we are open an additional hour, until 7pm, Monday through Thursday.

Does the student have to bring their own computer for an online exam?
The Testing Center has 12 computers available for students to use. We highly encourage you to require your online exam to be proctored on our computer, rather than the student bringing their own laptop. These computers have ethernet connection for more optimal internet connectivity, and if issues arise, OIIT can assist with our testing desktop computers.
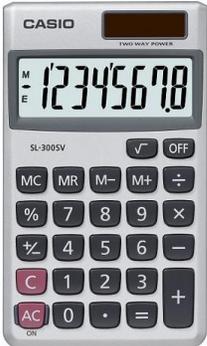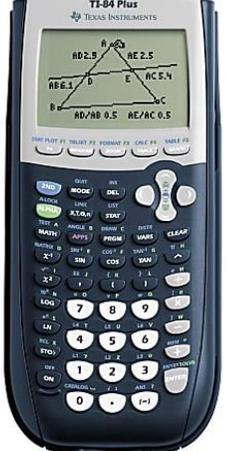
Can I schedule a specific appointment date and time for my student?
We try our best to meet faculty requests on specific time ranges, but due to the limited staff and a very limited space within the Testing Center we are unable to honor specific time requests. Please put a range of dates on your Faculty Request Form and we will make sure, when the student is scheduling their appointment, their appointment falls within that time frame.

What happens if a student cheats on their exam?
Each examinee that takes an exam within our center must follow the student testing guidelines listed on our website. We also require each student to sign an academic integrity statement confirming they will not use unauthorized materials, any electronic device, etc. Unfortunately, we still see instances of academic misconduct each year. In those cases, after having at least two staff members confirming an instant of academic misconduct, the exam will be stopped and all items collected. The faculty member will be contacted right away. An incident report will be created, a DVD recording of the examinee, and all other associated items will be put together. A set of each will be delivered to the faculty, chair, and Dr. Sztam, Assistant Dean of the College of Undergraduate Studies.

What types of calculators are available at the Testing Center?

Basic	Scientific	Graphing

What does NCTA Certified mean?

Criteria for certification are rigorous and are based on the NCTA Professional Standards and Guidelines, which were developed to guide test centers in the delivery of quality testing programs.

One of my out-of-area students needs proctoring services, how can I support them?

The NCTA Proctoring Network (NPN) is a referral service provided by the National College Testing Association (NCTA) to facilitate distance learning. The purpose of the NPN is to make test administration services available to students away from their campuses. All participating test centers must be NCTA members in good standing and are expected to adhere to the NPN Guidelines. Students can use the link below to search for a location close to them. All postings include the hours of operation and contact information for the student to call and set up an appointment. All exam handling will be direct communication between the faculty member and the testing site.

Interactive Map (ncta-testing.org)