

## **Federal Compliance Requirements**

### **Addendum to Self Study**

#### **Northland Pioneer College**

**September 28, 2009**

#### **1. Credits, Program Length and Tuition**

**1.1** Tuition is consistent across all programs (NPC Catalog; NPC web site; NPC Class Schedule). Contact hours for lecture courses are based on the Carnegie Unit, 1 credit for fifteen hours of contact time, except in laboratory or clinical settings. In lab courses, the formula of 0.7 for contact time is applied (Faculty Handbook, p. 35). Most degrees awarded by Northland Pioneer College conform to a 64 credit requirement, though there are exceptions such as Associate of Applied Science in Nursing (72 credits) and Paramedicine (70 credits) due external agency course requirements. (NPC Catalog; NPC website). The college offers Certificates of Applied Science and Proficiencies. Certificates of Applied Science vary in number of credits required for completion; many of the variations respond to external certification requirements such as NCCER. Certificates of Applied Science range from 25 to 51 credits (Nursing) to complete and contain specific general education requirements. Certificates of Proficiency are designed to give students specific qualifications in an industry and range in credits from 5 (Certified Nurse Assistant) to 20 (Fire Science). Associate degrees and Certificates of Applied Science require 12 credits of work be taken "in residence" while the Certificate of Proficiency requires 75% of content be taken in residence.

Associate of Arts and Associate of Applied Science degrees are obtainable in a four-semester period. Certificates of Applied Science generally require two semesters to complete while Certificates of Proficiency can usually be obtained in one semester of effort.

## 2. Student Complaints

<b>2.1 Statistics for Student Services</b>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
<b><u>DISCIPLINE</u></b>			
Guilty of Accusation	12	14	17
Not Guilty of Accusation	0	0	2
No Action Required	7	7	3
<b>Total Number of Discipline Cases for the Year</b>	<b>19</b>	<b>21</b>	<b>22</b>
<b>Of Above Listed Discipline Cases:</b>			
Non-Academic	18	20	10
Academic	1	1	12
<b><u>EXCEPTION REFUNDS</u></b>			
Approved	73	67	60
Denied	16	21	18
Pending	10	22	17
<b>Total Number of Exception Refunds for the Year</b>	<b>99</b>	<b>110</b>	<b>95</b>
<b><u>GRADE APPEALS</u></b>			
Approved	0	0	0
Denied	1	0	0
Pending	0	0	0
<b>Total Number of Grade Appeals for the Year</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b><u>STUDENT COMPLAINTS</u></b>			
Resolution for each complaint is individualized and is on file with the complaint in the office of the Vice President for Learning and Student Services			
Complaint Against Another Student	0	6	0
Complaint Against an NPC Employee	4	2	7
Complaints Against NPC Services or Procedures/Policies	0	2	10
<b>Total Number of Student Complaints</b>	<b>4</b>	<b>10</b>	<b>17</b>
<b><u>GRIEVANCES</u></b>			
Considered Grievable Issue	0	0	0
Not Considered Grievable Issue	0	2	0
<b>Total Number of Grievances for the Year</b>	<b>0</b>	<b>2</b>	<b>0</b>

## **2.2 EXCEPTION REFUND PROCESS**

Administrative Assistant to the Vice President for Learning and Student Services (AAVPLSS)

1. AAVPLSS stamps ERR entered and records in Vice President for Learning and Student Services Log.
2. AAVPLSS prints out student Add/Drop from Zorba for student for semester in question.
3. AAVPLSS prints out student statement from Zorba for semester in question.
4. AAVPLSS checks with NPC Veteran's Advisor, to see if student is receiving Veteran's benefits, and records the findings.
5. AAVPLSS checks with NPC Director of Financial Aid to see if student received Financial Aid for the semester in question and records the findings.
6. If documentation is needed that will substantiate student's claim, AAVPLSS prepares and sends a letter (signed by the Vice President for Learning and Student Services) to the student with the request.
7. Depending on the circumstance, often times an instructor, the NPC Business Office, etc. needs to be contacted by the AAVPLSS for further information/clarification.
8. Once all documentation/data is gathered, AAVPLSS presents it to the Vice President for Learning and Student Services for a decision. He marks approved or not approved on the ERR, makes any needed comments and signs/dates the form.
9. AAVPLSS distributes the ERR (white and documentation to Vice President for Learning and Student Services ERR files, yellow to the NPC Business Office, pink to the advisor, and gold is mailed to the student).
10. If needed, the NPC Business Office adjusts the student account using account #00-5080-5950-20.

## **3. Transfer Policies**

**3.1** Northland Pioneer College publishes its transfer policies in the NPC College Catalog. Further, NPC participates in the Course Applicability System which provides mechanisms for seamless transfer between Arizona public universities and community colleges. Advisors are well-versed in the transfer policies; faculty members actively participate in the Articulation Task Force meetings which provide the Course Applicability System with the most current transfer decisions. The president of Northland Pioneer College serves as the community college co-chair of the Academic Pathways and Articulation Steering Committee for the state-wide transfer system and has served as chair of several Articulation Task Force groups.

## 4. Verification of Student Identity

### 4.1 Student User Name, ID, and Access Workflow

#### 1. Enrollment

##### a. In person

- i. Student completes an Enrollment form and turns it in to a college Front Office (Enrollment Form 2008-09).
- ii. Front office staff manually input data into the student information system (Jenzabar CARS).

##### b. Online

- i. Student completes online enrollment form. Form is submitted via email to [recreg@npc.edu](mailto:recreg@npc.edu).
- ii. Records and Registration staff manually input data into the student information system (Jenzabar CARS).

##### c. Telephone

- i. Student calls Records and Registration.
- ii. Records and Registration staff asks a series of questions from the registration form and manually input data into the student information system (Jenzabar CARS).

2. Student ID # is automatically generated by Jenzabar CARS.

The following steps proceed when a student registers for an open class.

3. Students registering for classes may do so at any time after a Student ID has been generated, including at the time of enrollment.
  - a. To register for a class, a student must provide a completed registration form and a form of identification as required by Arizona Proposition 300, verifying the information provided during enrollment. (Registration Form, US Residency Verification Form)
  - b. Students may also need to complete forms related to county residency. (Arizona Out-Of-County Residency Affidavit or Change of Status Form)
  - c. Residency verification is not required. Those students who do not choose to verify residency may register for classes without presenting identification.
4. Every 60 minutes an automatic Jenzabar CARS upload is completed, passing Student ID information to the MyNPC student portal and granting access using the system-generated NPC User Name and default password for students who have enrolled in an open class (students enrolling but not registering will not be issued NPC User Names).
  - a. NPC User Names are generated based on a combination of the student's first initial and last name, e.g. JStudent.
  - b. Duplicate user names are automatically identified and a sequence number is added to the NPC User Name, e.g. JStudent1.
5. Records and Registration runs a new status report and sends a letter to the new student informing them of their student ID #, NPC User Name, and default password (Biographical Data Sheet and/or Student Data Sheet).
6. Within two business days of issuing a NPC User Name, IS Department staff upload new students into Active Directory and student email to provide access to college computers, systems, and email.

7. Based on classes selected during registration, students are automatically provided access to class content within the MyNPC student portal. Students using additional online systems may be manually uploaded to those systems.
8. Access to class materials in MyNPC is revoked by instructors at the end of the semester or at any time a student is withdrawn from a class. Access to other systems is revoked by processing a report during the following semester to remove students who have not registered for classes in that semester.

Forms may be submitted in person, by fax, or by mail with the exception of registration forms.

Registration may be done online, by telephone, or in person. For Proposition 300, student identities are verified by presenting an Arizona driver's license, passport, and/or birth certificate or other documents required under Proposition 300, which may be submitted in person, by fax, or by mail.

#### **4.2 Test Monitoring Guidelines**

Test monitoring guidelines for all instances outside of normal classroom test administration are included in Appendix A. Test guidelines are also available on the public web for NPC on the library homepage.

### **5. Title IV Program and Related Responsibilities**

**5.1** Northland Pioneer College (NPC) was recertified in 2007 to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs). The 2007 Program Participation Agreement (PPA) and the Eligibility and Certification Approval Report (ECAR) certify the college through December 31, 2009. The deadline for reapplication to participate in Federal Student Financial Aid Programs is due December 30, 2009. (See *HLC Resource Center, Financial Aid, Program Participation Agreement Title IV 2007-2009.*)

#### **5.2 General Program Responsibilities**

NPC Financial Aid Office administers all Title IV funding including all federal, state, institutional and private scholarships (including need-based and non-need-based scholarships) according to Federal Student Assistance Programs under Title IV of the Higher Education Act of 1965. Disbursement of financial aid funding is coordinated through the Business Office. (See *2009-2010 NPC Catalog pages: 27-31, NPC website/financial aid & scholarships*)

Table: Federal Financial Aid funding disbursed per academic year as reported on the Fiscal Operations Report & Application to Participate (FISAP). (See *NPC website/About NPC/Accreditation/HLC Resource Center/Financial Aid/FISAP*)

	<b>FY0708</b>	<b>FY0708</b>	<b>FY0607</b>	<b>FY0607</b>	<b>FY0506</b>	<b>FY0506</b>
	<b>Expenditures</b>	<b>Students</b>	<b>Expenditures</b>	<b>Students</b>	<b>Expenditures</b>	<b>Students</b>
Federal Pell Grant	\$1,686,196	797	\$1,540,273	754	\$1,628,103	785
Federal Supplemental Educational Opportunity Grant (FSEOG)	\$66,000	110  *Award amount per semester, \$500.00	\$99,333  *0607 NPC required matching funds.	92  *Award amount per semester, \$500.00	\$76,400	233  *Award amount per semester, \$200.00
Federal Work Study (FWS)	\$109,805	60	\$135,540  *0607 NPC required matching funds	61	\$82,294	58
Federal Academic Competitiveness Grant (FACG)	\$6,275	9	\$6,525  *0607 NPC required matching funds	9	\$0	0

### 5.3 Financial Responsibilities

The 2007 recertification to participate in the Title IV programs was designated as “Provisional” due to repeated instances of late submission of A-133 audits. NPC has addressed and resolved the tardiness of the audit submissions. For three consecutive years, starting with fiscal year 05-06 through fiscal year 07-08, the college has successfully submitted its audit report on time. The fiscal year 0809 audit is also expected to be submitted on time. Audit results have been unqualified for both Financial Statements and Federal Awards for the same three consecutive years. The Federal Award Findings and Questioned Costs noted for fiscal year 07-08 have been corrected. *(See also HLC Self Study Report 2009, Ch 1, Institutional Resources, Financial Services and HLC Resource Center, Administration, Audits.)*

### 5.4 Student Loan Default Rates

NPC does not participate in any Federal student loan programs, including Stafford, Federal Family Education Loan Program (FFELP), PLUS, Perkins and Direct Loans.

## 5.5 Campus Crime Information and Related Disclosure of Consumer Information

NPC reports on an annual basis the crime statistics for all campuses by the following geographical categories – 1) on campus, 2) dormitories/residential facilities, 3) noncampus building or property, and 4) public property. All reports were submitted timely and the report for fiscal year 08-09 is on schedule to be submitted in September 2009. Of the crimes identified since fiscal year 02-03, none were classified as hate crimes and most dealt with robbery or burglary. (See also HLC Self Study Report 2009, Ch 3, Student Services and HLC Resource Center, Student Services, Clery Reports.)

## 5.6 Consumer Information Disclosure

NPC provides consumer information to current and prospective students and others through departmental forms and brochures, College catalog, Class Schedule and College website.

- 1) Financial aid information – Office Responsible: NPC Financial Aid Office (See 2009-2010 NPC Catalog pages: 27 – 28, Award letter brochure, NPC website)
  - A. Description of financial aid programs:
    - Federal Pell Grant
    - Federal Supplemental Educational Opportunity Grant (FSEOG)
    - Leveraging Educational Assistance Program (LEAP)
    - Special Leveraging Educational Assistance Program (SLEAP) – Available at [www.azhighered.gov](http://www.azhighered.gov) Federal Academic Competitiveness Grant (FACG)
    - Federal Work Study (FWS)A comprehensive List of NPC Institutional, NPC Dean/Department, NPC Foundation, Private, Tribal/Native American, Arizona/Regional and National Scholarships. (NPC website, posters available at each NPC Campus/Center locations).
  - B. How to apply for financial aid and determination of eligibility: (See 2009-2010 NPC Catalog page: 27, NPC website, Need Cash for College Brochure, FAFSA Tips Brochure)  
Determination of eligibility: (See 2009-2010 NPC Catalog pages: 27 - 28, Need Cash for College Brochure, NPC Financial Aid Procedure)
  - C. Distribution of financial aid, how and when financial aid is disbursed to students: (See NPC website/Financial Aid & Scholarships/Refund Check, Financial Aid Refund Check Disbursement flyers available at each NPC Campus/Center locations and distribute as all NPC each semester)
  - D. Return to Title IV Funds calculation: (See 2009-2010 NPC Catalog page: 30, copy of calculation is available upon request by student)
  - E. Rights and Responsibility of students receiving Aid: (See 2009-2010 NPC Catalog pages: 30 – 31)
  - F. Terms and conditions of Federal Work Study if student is employed: (See Federal Work Study Handbook, forms and employment packet available at NPC website/Career Service, Employment packet available at the MyNPC website)
  - G. Loan information including repayment: NPC does not participate in any Federal student loan programs, including Stafford, Federal Family Education Loan Program (FFELP), PLUS, Perkins and Direct Loans. (See NPC website/Financial Aid & Scholarships)
  - H. Satisfactory Academic Progress (SAP): Financial Aid Probation, Financial Aid Suspension, Financial Aid Appeal. (See 2009-2010 NPC Catalog page: 29, SAP Brochure, NPC website/Financial Aid & Scholarships)
- 2) General Information: NPC History, Accreditation, Administration, NPC Mission Statement, Public Notices, NPC sites locations (See 2009-2010 NPC Catalog pages: 4 - 6, NPC website/About NPC)

- 3) Student right to know:
  - Information on completion/graduation rates for general student body: *(See NPC website/About NPC/Accreditation/HLC Resource Center/Enrollment/IPEDS Report)*
  - Information on completion/graduation rates for student athletes – None to report, NPC does not participate in collegiate athletic program.
- 4) Equity in Athletics Disclosure Act – NPC does not participate in collegiate athletic program but has several student activities, club and organizations: Student Government Association (SGA), Phi Theta Kappa (PTK), Outdoor Club, Rodeo Club, Student Ambassador, *(See 2009-2010 NPC Catalog pages: 32 – 33, NPC website/Student Services/Activities, Clubs and Organizations)*
- 5) Drug and alcohol abuse prevention information: *(See 2009-2010 NPC Catalog pages: 181 – 183 NPC website/About NPC/Campus Security, Registration Form – student copy)*
- 6) Cleary (Campus Security) Act: Crime Statistics, Campus Security Plan, Alcohol and Drug Policy. *(See 2009-2010 NPC Catalog pages: 178 – 181, NPC website/About NPC/Campus Security, Registration Form – student copy)*
- 7) Family Education Rights and Privacy Act (FERPA): *(See 2009-2010 NPC Catalog pages: 183 -184, NPC website/About NPC/Public Notices/FERPA Rights)*
- 8) Availability of employees for information dissemination: NPC staff are available during normal business hours and during extended registration hours. Each NPC Campus/Centers is required to post business hours and extended hours.
- 9) Services available to disabled students: *(See 2009-2010 NPC Catalog pages: 26-27 NPC website/Student Services/Disability Resource & Access)*
- 10) Cost of attendance: tuition and fees, books and supplies, room and board, personal and miscellaneous expense and transportation. *(See 2009-2010 NPC Catalog page:15)*
- 11) Degree programs: transfer degrees and vocational program. *(See 2009-2010 NPC Catalog pages: 55-92, NPC website/Academics/Degree & Certificates Offered)*
- 12) GED program: GED Orientation, Test Dates, Requirements. *(See 2009-2010 NPC Catalog page: 26, NPC website/Academics/Get your GED)*
- 13) Constitution and Citizenship Day: NPC provides information regarding Constitution and Citizenship awareness on September 17th of each year. *(See NPC website, NPC Libraries provides displays)*

### **5.7 Satisfactory Academic Progress and Attendance Policies**

NPC requires all students, including those who receive federal financial aid, to maintain certain standards of academic performance, or Satisfactory Academic Progress. NPC has both qualitative and quantitative measure of academic progress. This policy is available to all students through the annual College Catalog. *(See NPC College Catalog 2009-10 for detail information, p.29, Satisfactory Academic Progress Brochure, NPC website/financial aid.)*

NPC also includes in the annual college catalog information on Student Rights and Responsibilities which includes Attendance. *(See NPC College Catalog 2009-10 for detail information, p.178.)*

### **5.8 Contractual Relationships**

NPC has no contractual relationships with non-accredited third party providers for 25-50% of academic content for any NPC degrees or certificate programs.



## **6. Institutional Disclosures and Advertising and Recruitment Materials**

Advertising and recruitment materials for Northland Pioneer College are produced through the Marketing and Public Relations office. Recruitment and publication materials needed for large sections of the college such as financial aid or general recruitment are produced at the direction of Director of Marketing in conjunction with the department involved.

The Director of Marketing sets promotional goals for the college for the academic year based on discussions with and priorities set by NPC's deans and administrators. These discussions take into account limited personnel and monetary resources of the Marketing office and help to prioritize the yearly college wide marketing efforts. Specific requests for promotional materials can also be requested by employees of the college by filling out either a "graphics request form" or a "media request form." These requests are dealt with on a first come first serve basis. Decisions on how much employee and budgetary resources to allocate are made by the Director of Marketing based on yearly priorities as well as the scope of the specific project.

To ensure quality and accuracy in NPC publications, the Marketing office has a policy of requiring all external publications not written and produced by marketing to be submitted to the director for review. Publications that are produced by marketing are submitted to the requestor for final approval and signature before the publication is printed and distributed. In the event that information changes or needs to be corrected, quick action is taken to inform our audiences of the update in whatever delivery method will distribute the information most effectively.

For the past two years starting in October 2008, NPC has developed a new public website, located at [www.npc.edu](http://www.npc.edu). The college decided to use an open source content management system to build the public website called Drupal. We did not have anyone internally who knew enough about Drupal to build the new website for us so we contracted with an outside company, ImageX Media. We were referred to this company through Arizona State University who had also worked with them and had been very pleased with their work. ImageX has helped us with site organization, buildout and special applications to accomplish our site goals. The graphic look and marketing strategy have been directed internally through our Marketing Office and other college members. This relationship has been very successful and allowed the college to develop a current, user-friendly site that showcases what NPC has to offer students. It has also saved the college money by costing us less annually than hiring a full-time position to build the site internally.

## **7. Relationship with Other Accrediting Agencies and with State Regulatory Boards**

Relationships with other accrediting agencies and with State Regulatory Boards are documented on pages 161-2 of Northland Pioneer College's Self Study. However, since the Self Study was submitted, NPC's Nursing Program has become a candidate for National League of Nursing accreditation. The NLN candidacy visit will take place on October 27-29, 2009.

## 8. Public Notification of an Evaluation Visit and Third Party Comment

### Print Advertisements

Newspaper	Run Date	Affidavit Received
White Mountain Independent	8/4/09	
Tribune News	8/5/09	
Snowflake Herald	8/5/09	
Mogollon Connection	8/5/09	
Navajo-Hopi Observer	8/5/09	
Winslow Scoop	8/6/09	
Hopi Tutuvehni	8/14/09	
Ft. Apache Scout	8/14/09	

### Radio Advertisements

60-second spot to air twice a day for five days

Station	Air Dates	Affidavit Received
KINO		
KWKM		
KTHQ		
KQAZ		
KVSL		
KRFM		

### News Release

Release sent August 3, 2009

Newspaper	Run Date
White Mountain Independent	8/21/09
Tribune News	
Snowflake Herald	
Mogollon Connection	
Navajo-Hopi Observer	
Hopi Tutuvehni	
Winslow Scoop	
Ft. Apache Scout	
KINO Radio	8/3-4/09

### Web Site Postings

<a href="http://www.npc.edu/about-npc/public-notice/accreditation-visit">http://www.npc.edu/about-npc/public-notice/accreditation-visit</a>
<a href="http://www.npc.edu/news/2009/08/comments-sought-npc-accreditation-visit">http://www.npc.edu/news/2009/08/comments-sought-npc-accreditation-visit</a>
<a href="http://www.wmicentral.com/site/news.cfm?newsid=20361893&amp;BRD=2264&amp;PAG=461&amp;dept_id=506172&amp;rft=6">http://www.wmicentral.com/site/news.cfm?newsid=20361893&amp;BRD=2264&amp;PAG=461&amp;dept_id=506172&amp;rft=6</a>

APPENDIX A  
Test Monitoring Guidelines

## Test Monitoring Guidelines Procedures

### Library Procedure 3200

July 5, 2005

#### Purpose:

Provide a monitoring service for NPC distance learning classes i.e. audio, video, Internet.

Provide a monitoring service for NPC individual make-up tests from a face-to-face class.

Provide a monitoring service for Math Lab students.

Provide a monitoring service for community members taking a distance learning class.

**Restrictions on non-NPC tests:** No computerized tests will be proctored.

No fees will be accepted for proctoring tests.

If an institution automatically paying for proctoring,

money is to be deposited in library fees account.

#### Delivery of tests:

Tests will be received in a test envelope or other secure envelope with complete instructions.

Tests should be for a specific time period and not an entire semester.

Tests will include complete instructions per attached example.

Tests received without clear or complete instructions will be returned to instructor.

Tests will be delivered by courier not by fax. Faculty should allow up to 7 days for delivery.

Tests can be delivered by email using PDF so that the contents cannot be changed.

#### Receipt of tests:

Staff will log-in receipt of tests on the mail log form.

Tests will be stored in a locked cabinet.

Monitoring of tests:

Testing will be on first-come, first-serve basis.

Testing will be done in a designated area.

Only items allowed by instructor will be taken to the testing area.

Students may not preview a test before taking it unless the instructor indicates that option.

Students must present a student identification card or photo identification.

Staff will fill out the test signature log and students will sign their name.

Staff will read instructions to the students. No directions from students will be accepted.

Staff will mark site abbreviation, date, time began and time finished on the test.

No written or oral communication is allowed during the test, includes cell phones & headsets.

Students must complete the test in one sitting unless otherwise indicated on instructions.

If students disregard instructions, a note will be placed on the test for the instructor.

i.e. talking, passing notes, leaving the area, using a text

*Note: If a distance learning class has seven or more students at a single site and students need to take a test simultaneously, the instructor will need to notify the librarian at that site at least one week prior to the test date. This will permit special monitoring arrangements to be made.*

# Monitoring Tests in Libraries

Library Procedure #3202

December 11, 2006

Page 1 of 2

## Purpose:

1. To carry out library procedure #3200 as defined by Vice President of Instruction and/or administrative body.
2. To provide the most equitable and secure testing environment for students.

## Informing students & faculty:

1. Policy and procedure for faculty will be posted on library web page under Faculty Services.
2. Procedures for students will be posted on library web page.
3. Signs will be posted in testing area/room, ITV classrooms, library front desk area, Math lab classrooms. See library procedure #6312 for lists of signs.

## Receipt & storage of tests:

1. Log in all tests on Mail Log sheet as soon as they are received. If material comes via fax, mark that next to instructor's name, i.e. M. Lawson (fax)
2. All tests should be stored in a locked cabinet.
3. Not necessary to log in a test that you retrieve online. Instructions for obtaining tests online should be in a test envelope.
4. The area for storing student's personal items should be visible to the public but not accessible to them. Sections should be labeled with numbers corresponding to assigned seats.
5. If instructor calls with changes to his instructions, print carefully on the test envelope the new instructions and mark the date, time information given and your initials.

## Handing out tests:

1. Student must present their student ID. If not available, they may present other photo ID.
2. Staff fills out the Test Signature Log and student signs it.
3. Test Signature Log is subject to FERPA. No other student may view any portion of the Log sheet. Special cutout template should be placed over the Test Signature Log.
4. Read the instructions on the test envelope to the student. The instructor sets the parameter for testing – what may be taken in the room, length of time, etc. Do not give the envelope to the student UNLESS instructor wrote that the student is supposed to take the test to the classroom at that time or it is a take-home test.

5. Print student's name, library location, date, and time beginning on the answer sheet. If there is no time limit, indicate that on the answer sheet. Be careful to read if marks can be made on the test itself and inform the student if that is the case.
6. Tests using scantrons or "blue books" should have this information on the form where answers/essays are given – not on the test itself.
7. Assign a student a spot (marked with a number) to take their test. Give them a number to match that spot.
8. Explain to the student that no items may be taken into the test area/room unless specified by the instructor. Encourage student to place items in their car or with a friend. If student has no other option, items may be stored behind the circulation desk on marked shelves. Shelf space should match the number given to the student for their assigned seat. Point out the sign stating "College is not responsible for materials left".
9. In cases of emergency, students may go to the restroom during their test. Student must turn in all test materials – staff marks time and reason on the test/answer form and then marks time again when student returns and finishes test. I.E. 2:15 restroom – 2:20 return.

#### **Testing:**

1. Campuses will have video monitors. If building does not interfere, sound monitoring will also be used.
2. If there is any suspicious activity during testing, remind student of the rules and mark down the activity on paper to attach to the test. Include specific details, time and your name.
3. Under no circumstances are children allowed in the testing area/room. Staff does not provide babysitting services either. Refer to college procedure #2509.

#### **Completed Tests:**

1. Students are to turn in completed tests and other required sheets when they are finished. Sign is posted that indicates they should not leave test on the counter.
2. Collect the assigned number card. Return student's personal items.
3. Write the completed time (if required) on the test.
4. Read the test envelope and follow the instructions to return test to the instructor.
5. When items are returned, fill out Mail Log. Be specific indicating course as well as exact test, i.e. #3, Skills #10-13, etc.

#### **Review of Test File:**

1. At the end of each day, the person closing should review tests in the cabinet to see which ones need to be returned.
2. Tests that have been taken and need to be returned at one time – list on Mail Log sheet and place in courier envelope.
3. Tests that have passed their date to be taken and were NOT taken should also be marked in the Mail Log as Library returning untaken tests giving the course# as well as test #. Also mark on test envelope the date and time untaken tests were returned.
4. At the end of each semester, assign someone to remove all tests left in test file and return to the instructor. These must also be marked on the mail log form.

For graded tests returned for student review but test must be returned to instructor – see library procedure #3400.

## **Testing Procedure for Disabled Students**

Library Procedure #3201

July 8, 2008

### **This procedure came from Sandy Manor, DRA Coordinator**

1. The student with a disability requests the testing accommodation from the DRA office. If the accommodation is approved, then the student takes an accommodation form to the instructor for signature. The accommodation form lists what testing accommodations are approved.
2. If the only accommodation is extra time on the test, this should be written on the test envelope and DRA written on the envelope.
3. If there are other accommodations such as reading or scribing, the DRA office will arrange a proctor and reserve a room. DRA will be written on the test envelope. The proctor will pick up the test. The proctor must have a test scheduling form with them – giving them permission to remove the test and making them responsible to give the test appropriately.
4. Tests will be returned to the library for entry in mail log and to be returned to the instructor.
5. For any questions or problems with test instructions, readers, etc., call the DRA Coordinator at extension 6178. Also write an incident report for the Head Librarian.

### Completion of tests:

Upon completion, students will present test to staff who will mark time finished.

Tests will be returned to instructor according to testing directions.



When tests are returned they will be logged as returned on the mail log form.

Test files will be checked daily and untaken items will be returned according to test directions by the date listed.

**All other tests are done directly by instructors, advisors, or other departments**