

Procedure Title: Proctored Testing
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Board Policy Reference: I.B.

Accountable Administrator: VP, Student Affairs
Position responsible for updating: Director Enrollment Services/Registrar
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Purpose/Principle/Definitions:

BMCC is approved to administer a variety of college, state, government and other agency testing for our students and the communities we serve. Testing for some types of state, federal and other agency testing are only available at the Pendleton campus. Testing for on-campus courses are limited to special circumstances and must be pre-arranged for between the instructor and the Director. Dates and times for testing and any fees associated with the tests will be posted on the College website.

Guidelines:

Testing Center staff at each BMCC location will:

- maintain all tests in a secure and organized manner;
- require valid picture identification prior to testing;
- provide a quiet, clean, and appropriate testing area; and
- use the College's electronic Test-tracker system to record the dates and start and end time of test, seat location, type of test (i.e.: college, agency, etc.), course number, test or quiz number, and test proctor.

Students will place all belongings, except those allowed by the exam instructions, into a locker. The key to the locker will remain with the student until after test has been completed. No food or beverages will be allowed in the testing center.

GED® Testing: Testing is available at BMCC Pendleton and Hermiston.

Students wishing to take one or more of the tests must register and pay for testing in the MyGED system at <https://ged.com> at least 24 hours prior to being permitted to test. Testing days and times are posted on the college website. Candidates must arrive on time, as late starts are not permitted.

Candidates must present a government-issued picture identification before taking the first test. Picture ID will be required at all subsequent tests.

Test scores are maintained at <https://www.ged.com>. Candidates will receive an access code, which together with their Social Security number will allow them to access their own results on line. Results will be available on line within hours of the student finishing their test.

Transcripts and GED® test records can be requested at:
<https://www.diplimasender.com>.

Students requesting a modified testing condition will make that request at the time they register for testing at <https://ged.com>. Those approved for an accommodation will receive an approval email from GED® along with instructions for scheduling by phone.

Distance Education Tests:

The distance education department at BMCC, or any other college requesting proctored testing, will send the tests and any special instructions to the Testing Center. Center staff will make any necessary arrangements to have the tests returned to the department or college. Students needing tests proctored in remote locations will contact the distance education department at BMCC to receive information concerning proctoring for tests in their immediate area. If no proctoring service is available, students may choose to use an approved alternative remote testing system, at the student's expense, to be proctored at their home location.

BMCC On-Campus Courses: Instructors who would like to have one or more tests proctored outside of their classroom for more than two students must complete a "Request for Alternative Testing" form and submit it to the Director at least five business days prior to the date of the test. The Director will notify the instructor if the Testing Center is able to accommodate their request. All completed exams must be picked up at the Testing Center by the Instructor or their department Academic Specialist. Expired exams that have not been requested to be shredded will be destroyed if not picked up within five (5) business days of expiration.

Students in need of testing accommodations must request services from the Student health and Wellness Coordinator prior to testing. Accommodations will not be provided without prior approval of the Coordinator.

Agency and Government Tests: The requesting agency will enter into an agreement or contract with BMCC for the administration of tests. The agreement will outline any fees to be assessed to the students or the referring agency, as well as any stipulations on testing dates and times.

Special Form: Request for Alternative Testing