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

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Zawisza, K., Karpinski, K., & Hestekin, C. (2022). Things You Need to Know About Testing: Best Practices, Tips and Tricks. *Publications and Presentations.* Retrieved from https://scholarworks.uark.edu/wctfscpub/56

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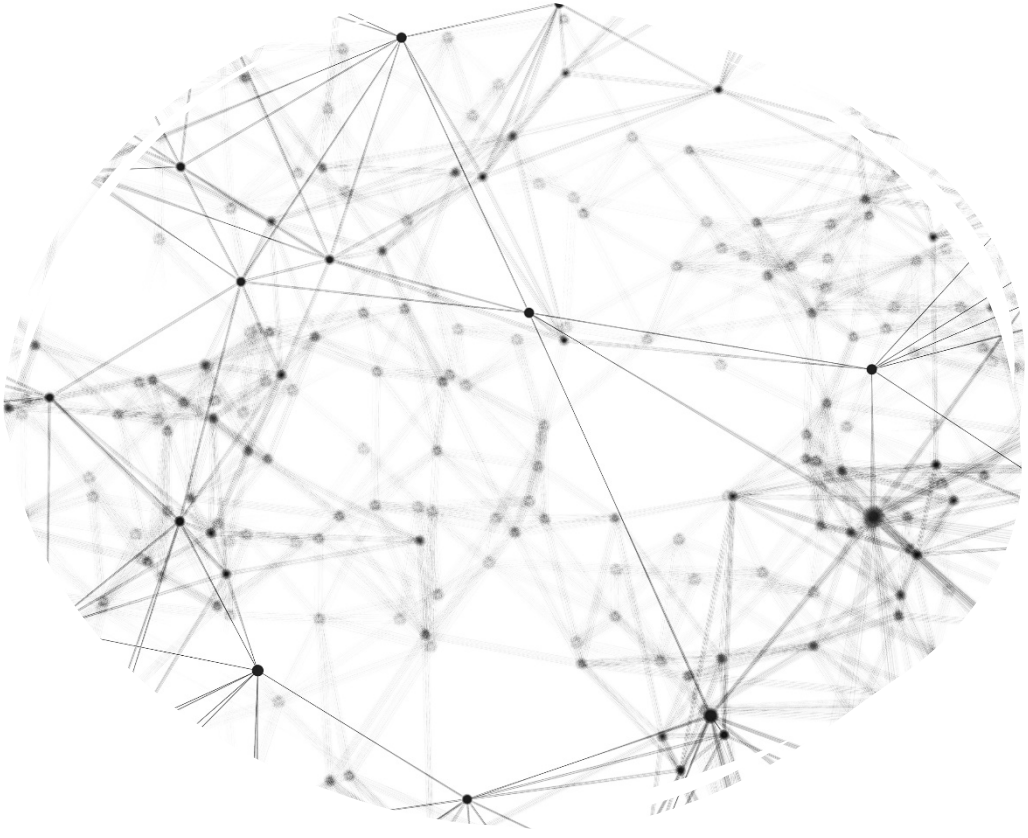

TIPS for Exams

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-tos-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-tos-tutorials/assessmentsandachievements/inclassexams/

Try new things! Group Exams

APPLICATION

CRITICAL THINKING

CONSENSUS BUILDING

COMMUNICATION

Student Success

at The CORD

Cordia Harrington Center for Excellence

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Coordinator, Peer Academic Coaching Program
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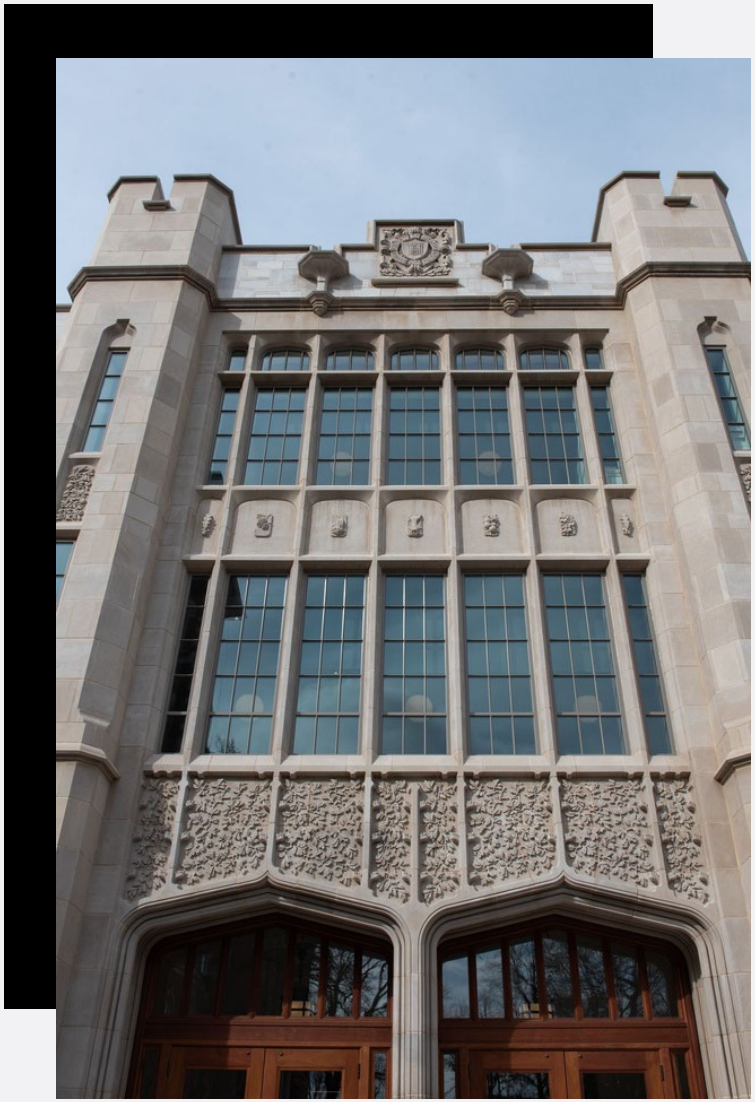
success.uark.edu



How You Can Help Students Ace Your Tests

Peer Academic Coaching

Supplemental Instruction

Tutoring

Writing Studio

Faculty Resources

success.uark.edu

Student Appointments

Student must be logged in with their username

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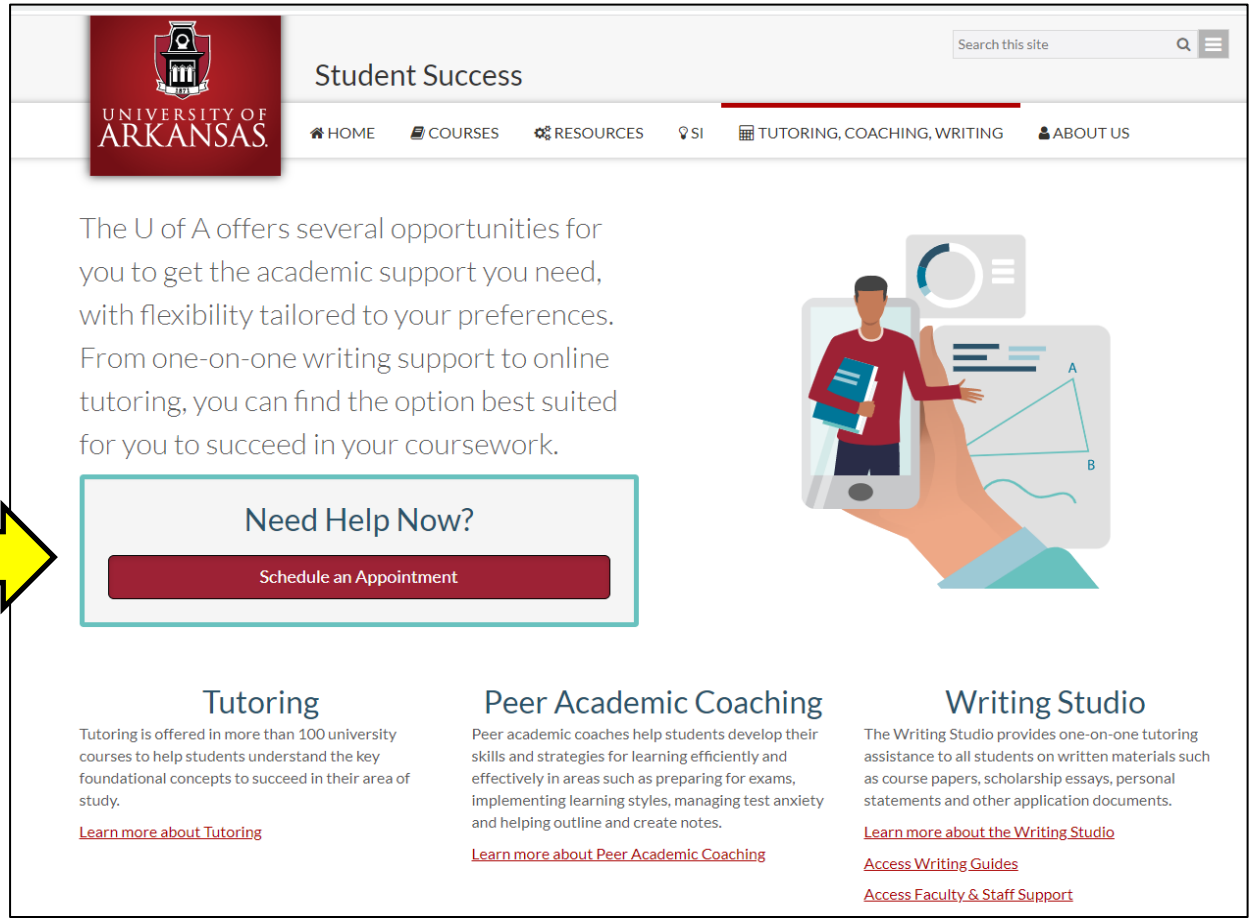

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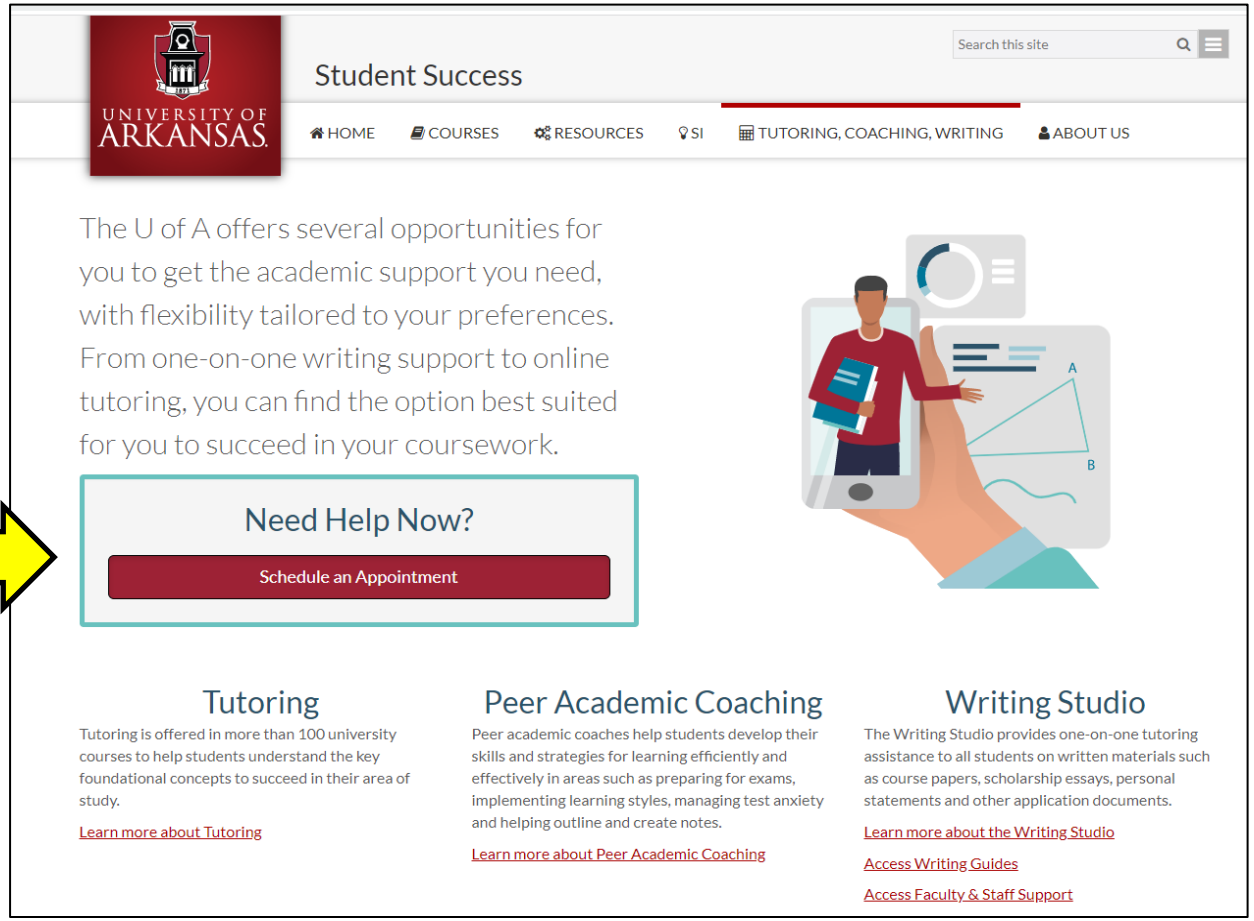

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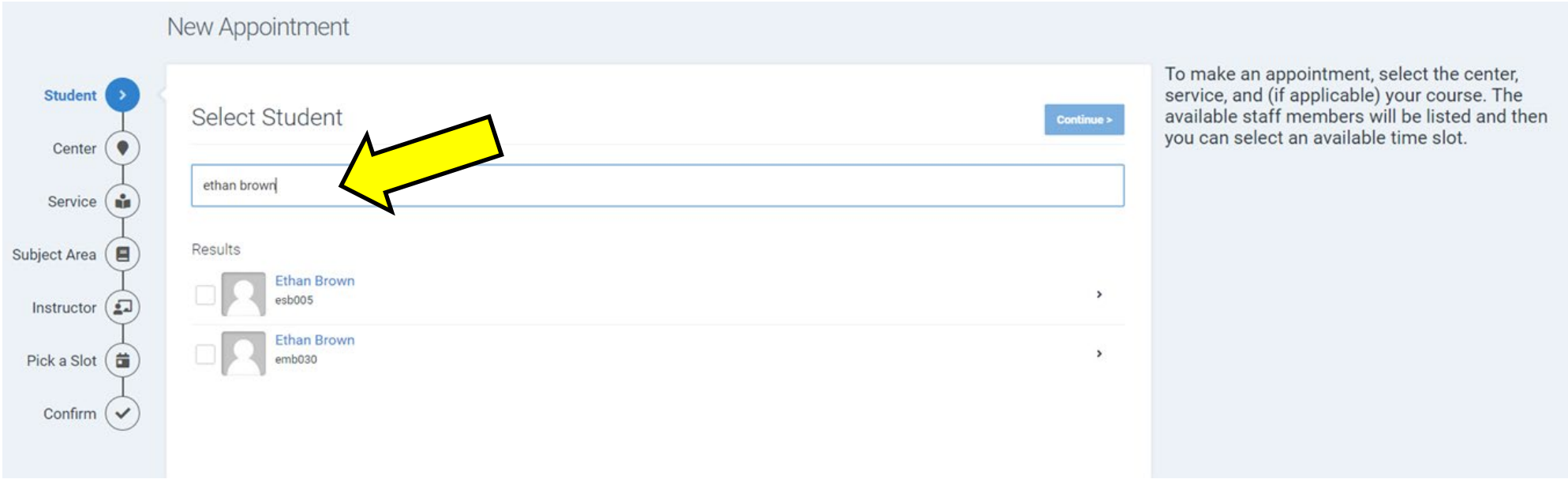

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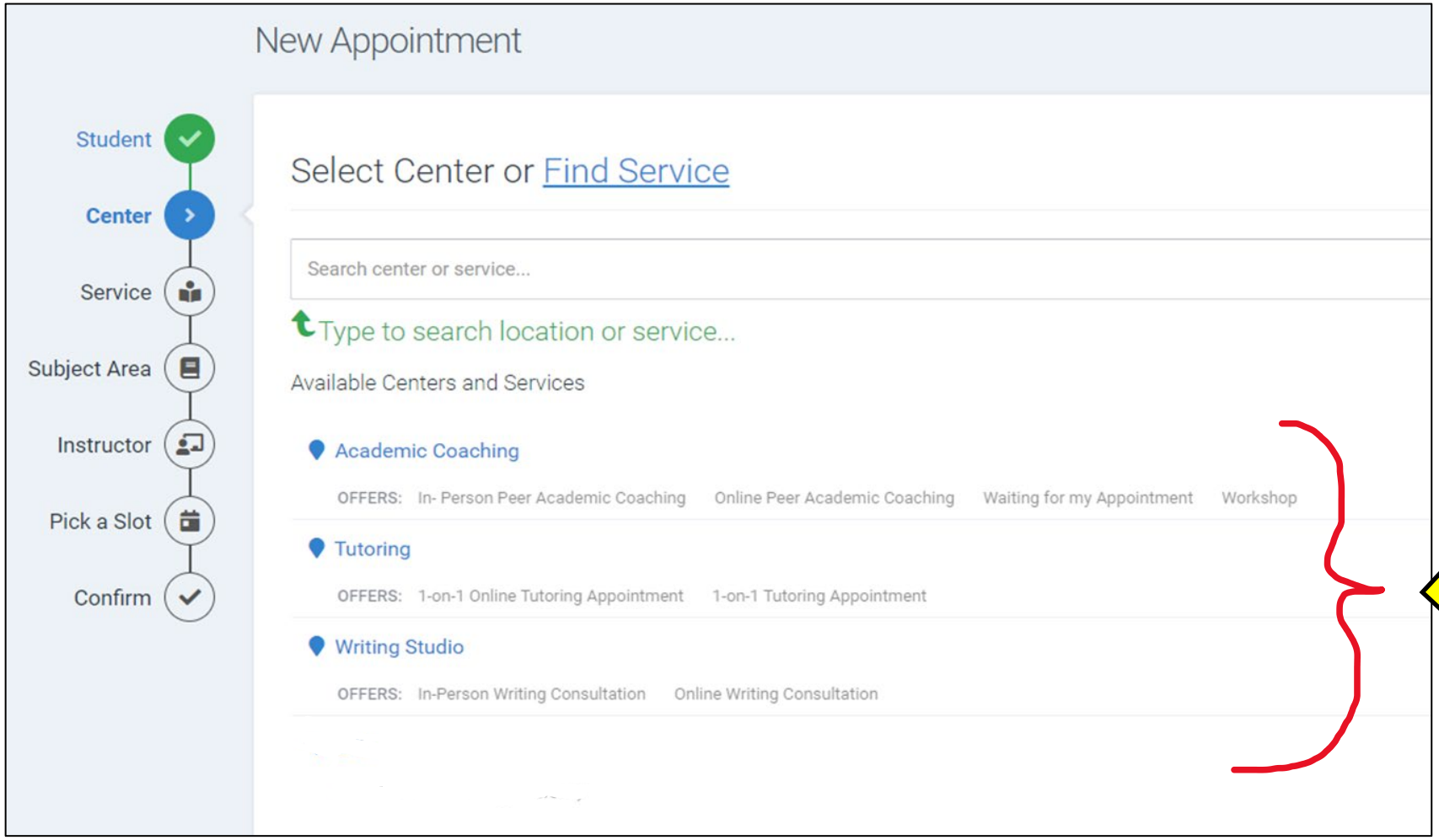

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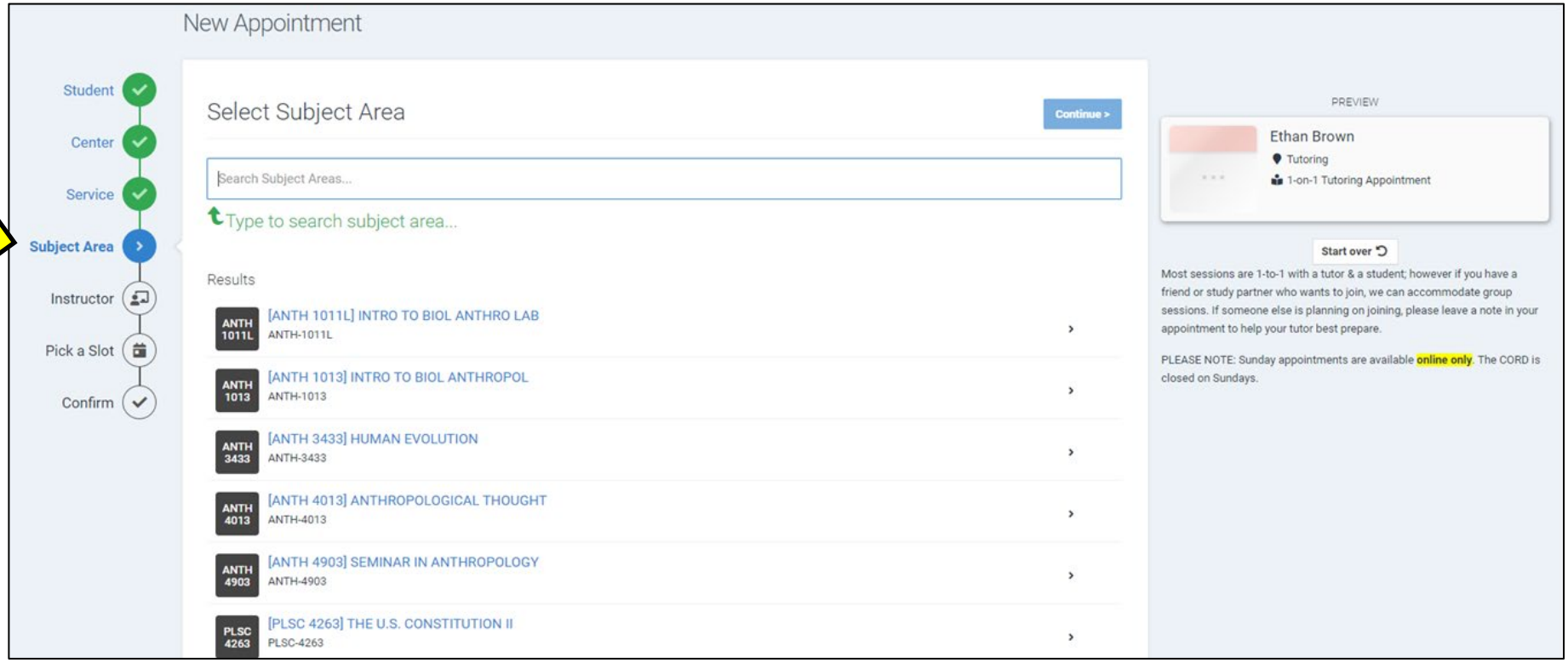

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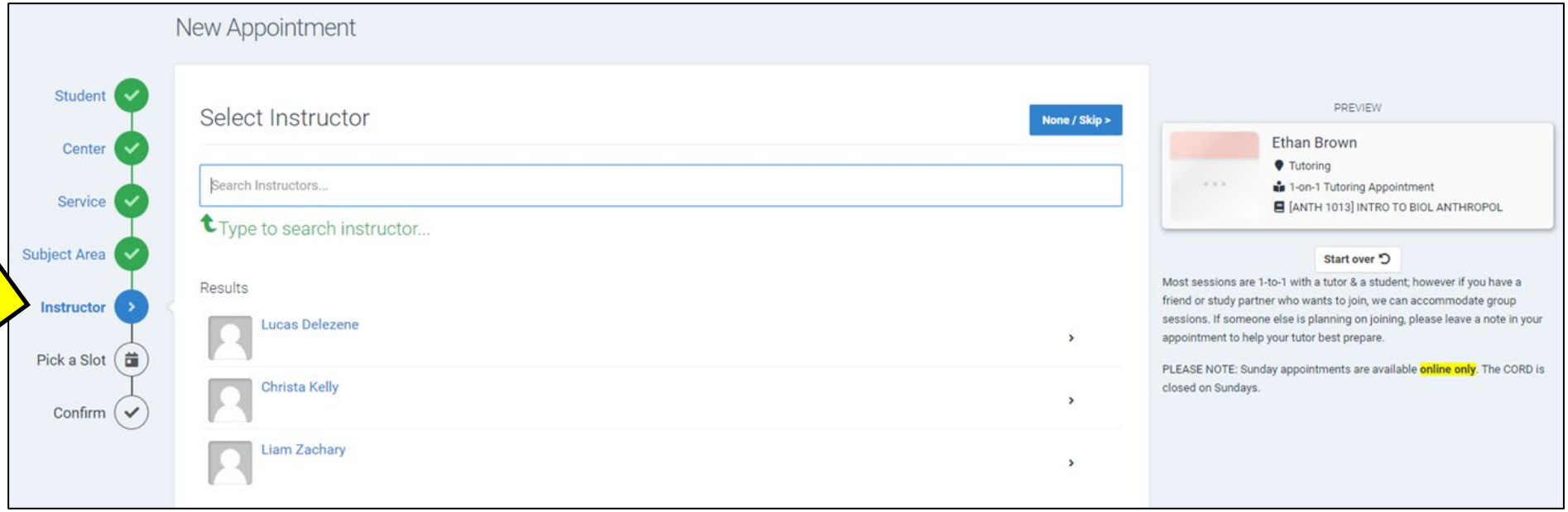

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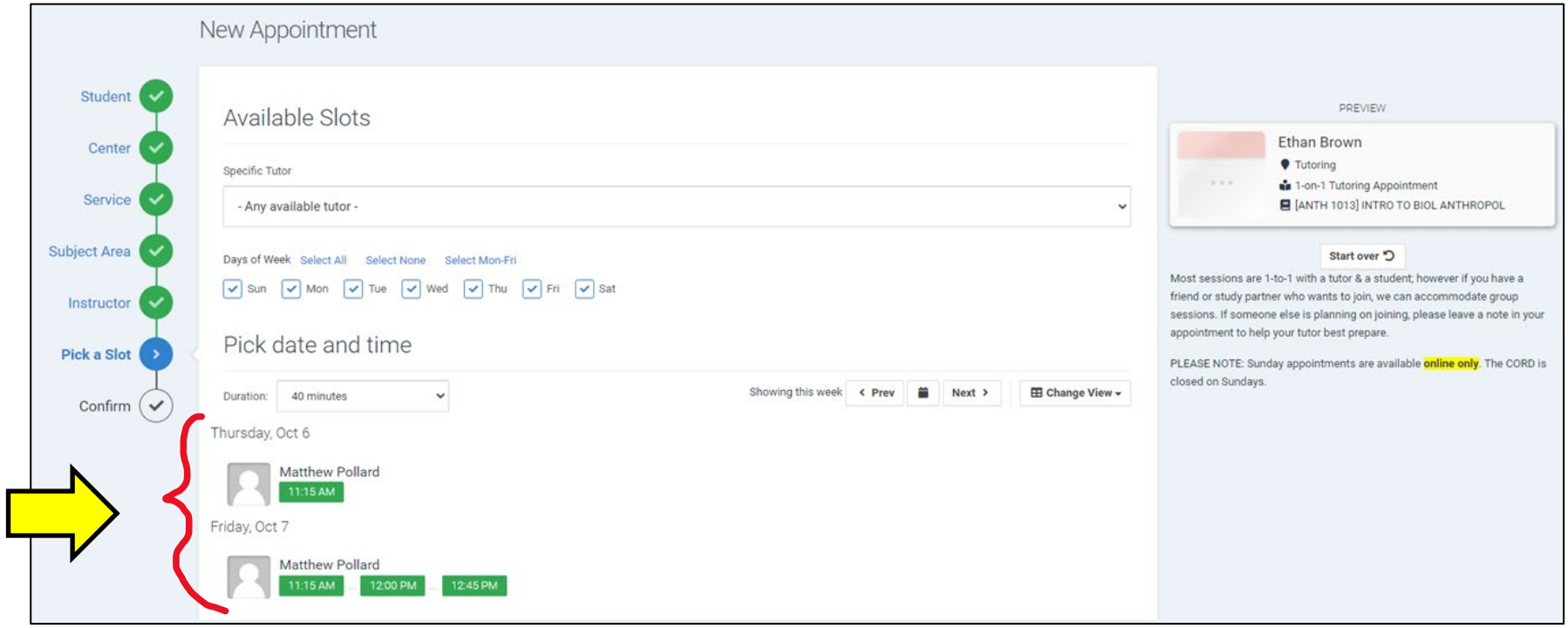

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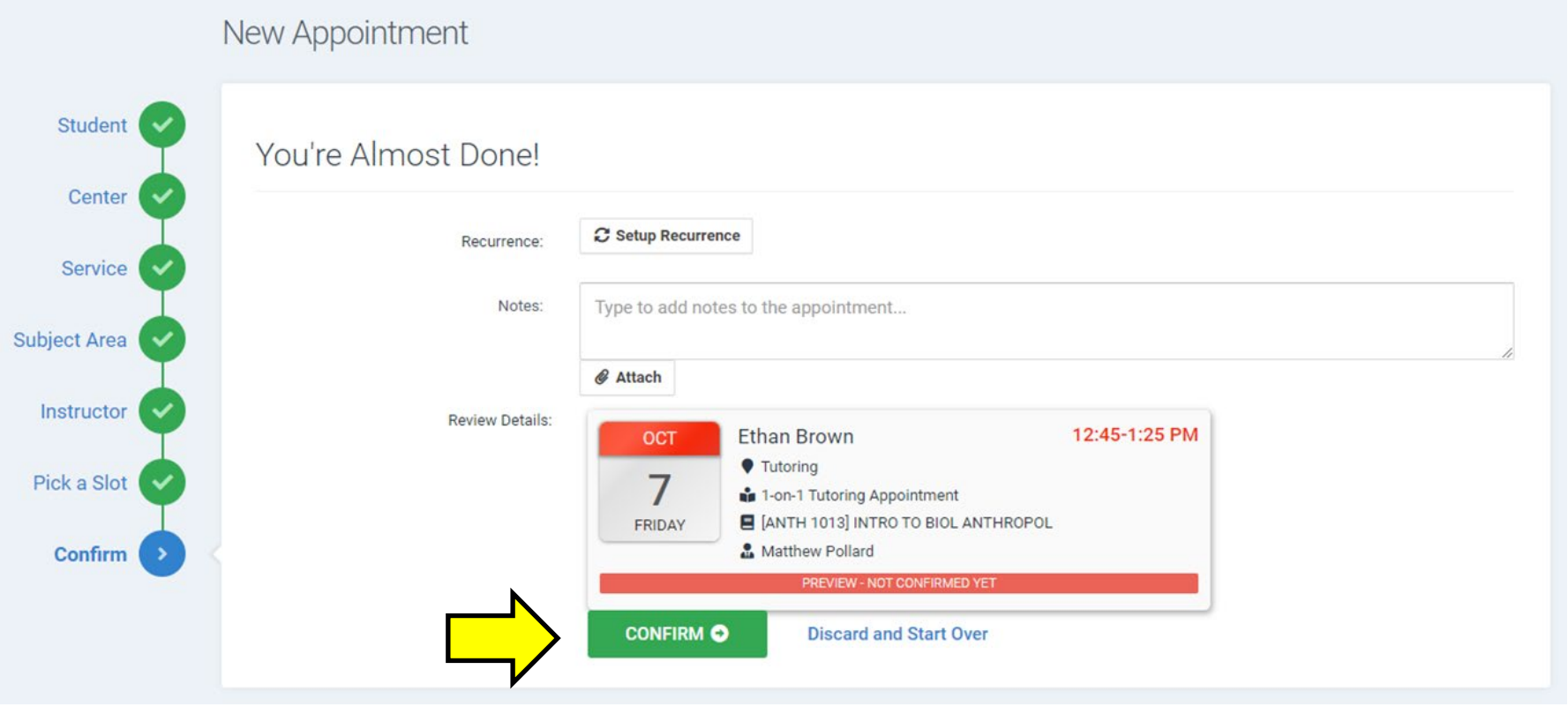

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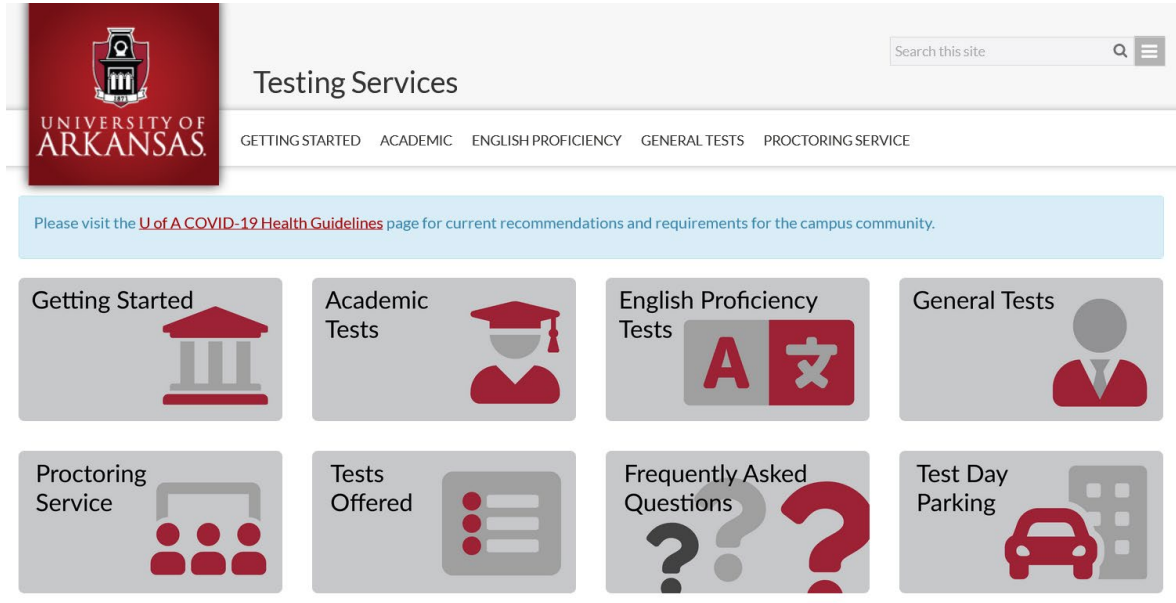
Testing Services and Accommodated Testing

UNIVERSITY OF ARKANSAS
Graduate School & International Education

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 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

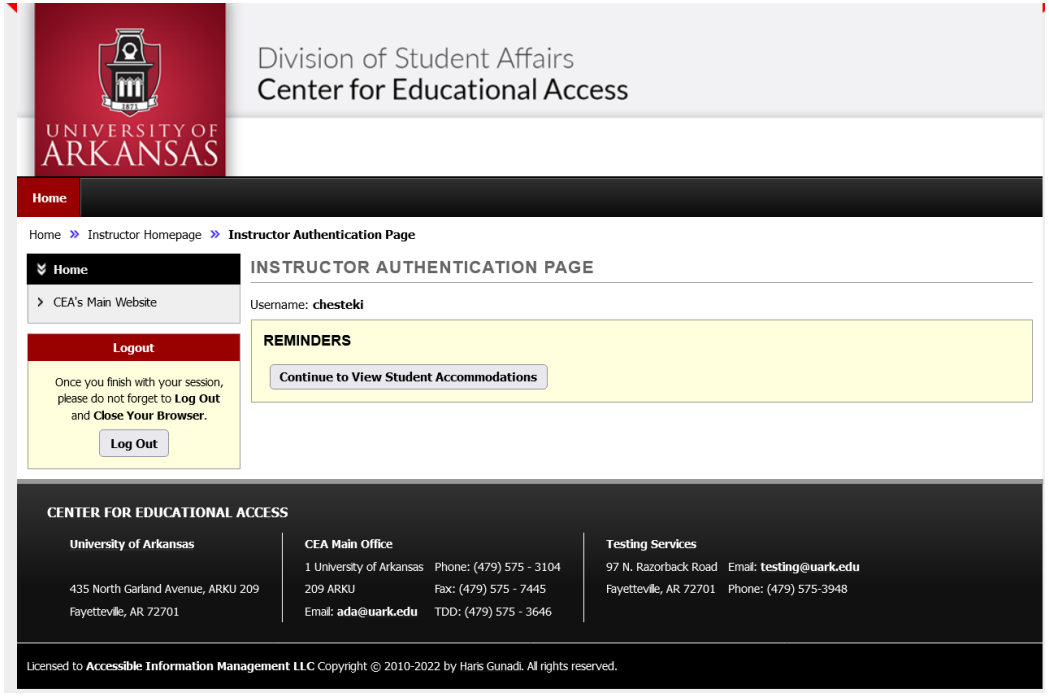
- Students with printed-related disabilities may need materials in accessible alternate formats (e.g. braille, audio, or audio with text).
- Digital file does not equate to accessible file.
- To access such materials, students may need to use technology such as special hardware, apps on an iPad or iPhone, 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.

https://cea.uark.edu/faculty/accomm-details-testing.php

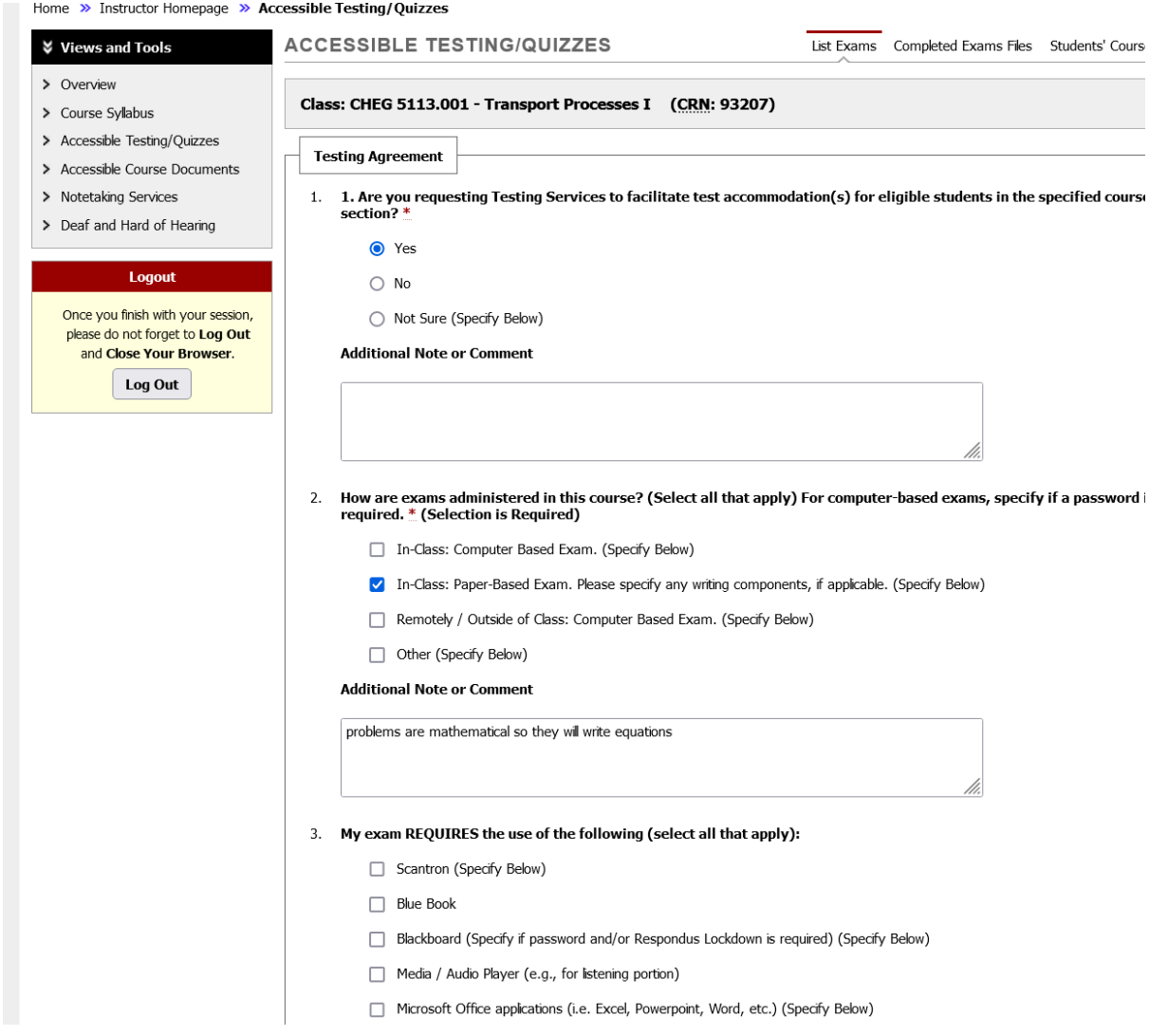
As a faculty member, what do I need to do?



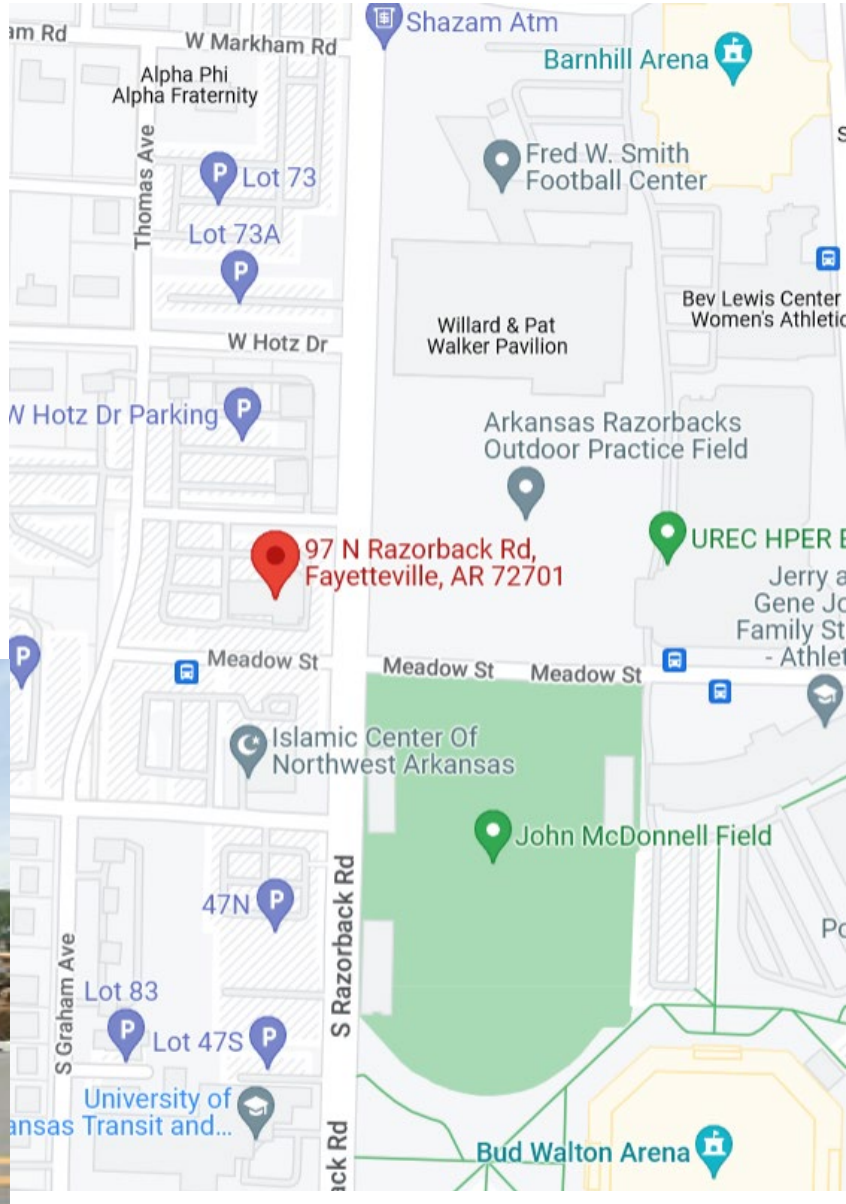
- Once receive notification from CEA via email, need to login to manage student accommodations
- Faculty can arrange accommodations on their own or work with Testing Services
- For online, Blackboard can accommodate extra time and ProctorU is a separate license that can also be set up for accommodations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

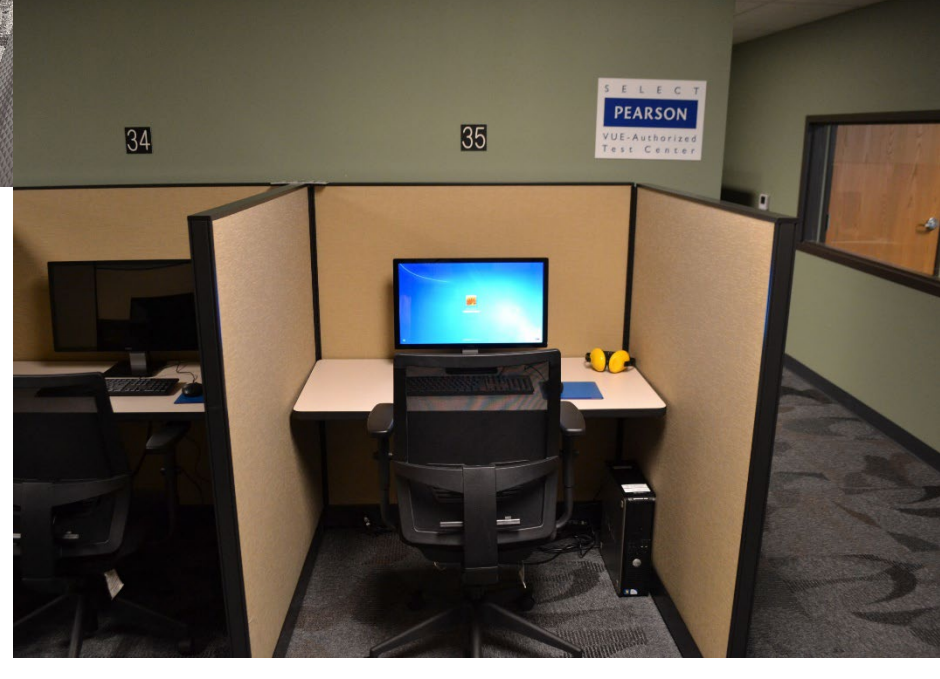
- Need to fill out testing agreement – includes specifications about what student can and cannot have
  - Ex. calculator, ruler



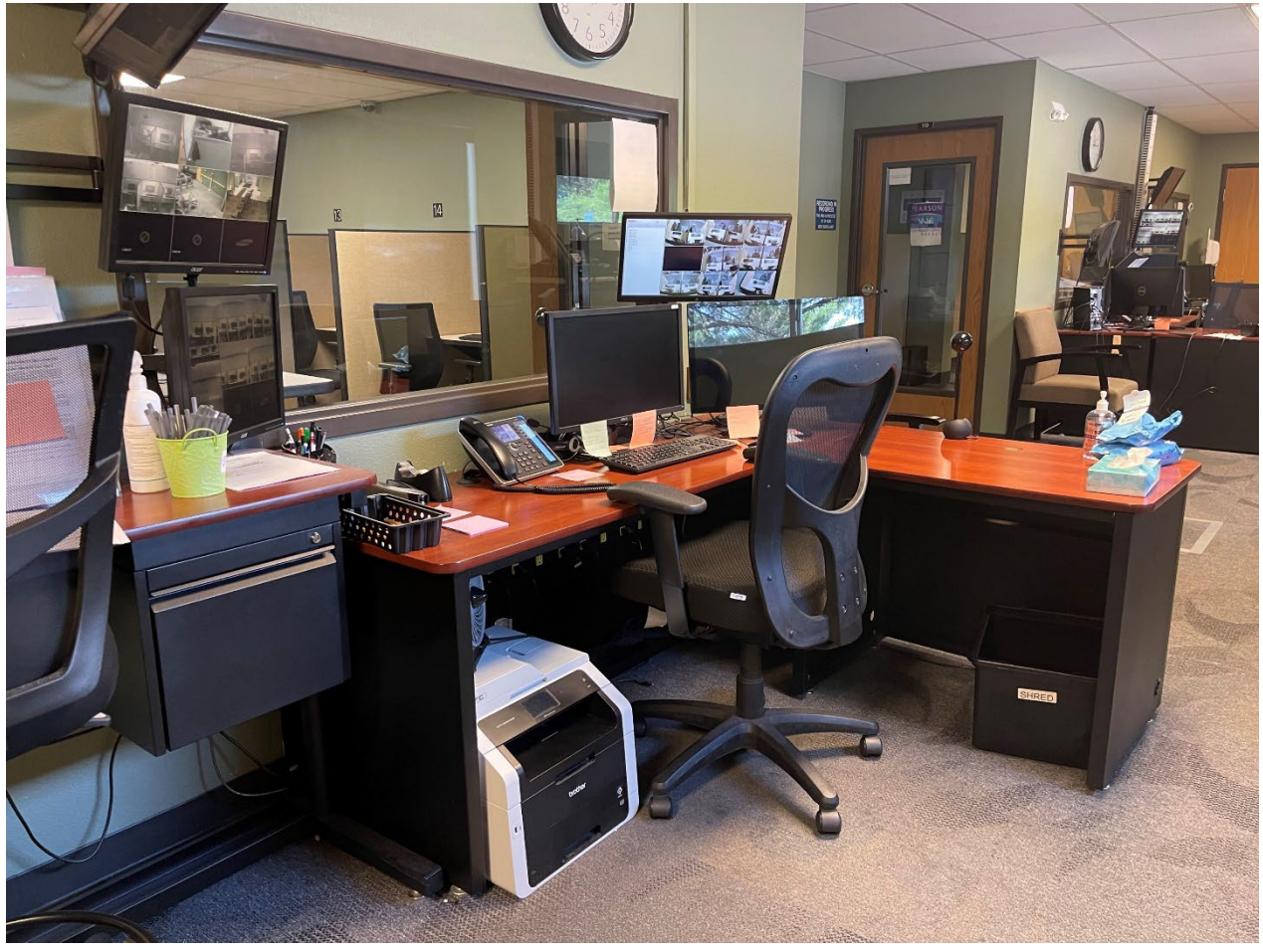
Where is Testing Services?



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