



Procedure for Administering Final Examinations For SAU Tech Online Courses

Introduction

Final exams for online transfer credit courses are required to be taken at an approved site. **Failure to take exams at an approved test site will result in a grade of "0" for the student.** Picture identification will be required at the designated sites. Test site and other information pertaining to the proctored exams are available to the students in the following pages of this document, the course syllabus for each course, and the "Announcements" section of Blackboard.

Students will be allowed to use a calculator. No other electronic devices (i.e., cell phones, PDAs, etc.) are allowed in the examination room. The student is not allowed to take books and/or notes or any blank paper or writing instruments into the examination room unless the proctor provides it. If provided, the proctor should collect these papers from the student before the student leaves the testing area unless otherwise specified in the "exceptions". The student is not allowed to use copies/printouts of previous exams/quizzes. **(Note: Please see Pages 3 - 5 for exceptions to this policy.)**

Students residing in the State of Arkansas may choose a pre-approved test site from the list provided on the College website and are not required to submit a *Final Examination Proctor Form*.

Students residing outside of the state or who do not live in close proximity to one of the pre-approved sites must choose a proctor and submit a *Final Examination Proctor Form* to the Center for Web-Based Learning for approval of the chosen proctor. The form should be submitted at least two (2) weeks prior to the date that the student plans to take the exam(s). The proctor must have one of the following titles:

- Postsecondary officials
 - Registrar;
 - Dean; or
 - Director of Testing
- Accredited high school officials
 - Principal;
 - Librarian; or
 - Counselor
- Head librarian at a public library
- Base education officer (military students only)
- Commissioned officer whose rank is higher than the student (military students only)

Student Responsibilities

The student shall be responsible for:

- Selecting a test site/proctor;
- Submitting a *Final Examination Proctor Form*, with required signatures, to the Center for Web-Based Learning, if applicable;
- Contacting the test site to schedule a day and time to take exam(s);
- Making the proctor aware of the length of the exam(s);
- Paying testing fees charged by test site, if applicable;
- Providing picture identification to test proctor; and
- Taking the exam(s).

Note: Students who have three (3) or more final exams may obtain permission from the Vice Chancellor for Academic Affairs (Gary Oden, goden@sautech.edu, 870-574-4502) to have the deadline for completing finals extended. This permission must be obtained at least two (2) weeks prior to the last day to take final exams.

Center for Web-Based Learning Responsibilities

The Center for Web-Based Learning shall be responsible for:

- Creating and maintaining the list of approved test sites/proctors;
- Approving/disapproving proctor requests;
- Notifying student of approval/disapproval of requested proctor; and
- Providing proctors with testing guidelines.

Proctor Responsibilities

The test proctor shall be responsible for:

- Providing student access to appropriate Internet browser;
- Verifying identity of student via picture identification;
- Providing student with writing instrument and blank paper, if needed;
- Verifying identity of student after he/she has logged into Blackboard;
- Entering the final exam password; and
- Faxing student notes to instructor after exam, if needed.

Instructor Responsibilities

The instructor shall be responsible for:

- Including proctored examination information in course syllabus.
- Providing additional items information to the Center for Web-Based Learning.

Additional Items Allowed in Testing Room

(Rev. 2/23/2012)

Some courses allow students to bring items into the testing room in addition to the items mentioned on Page 1 of this document. The items are listed below along with the corresponding courses:

Basic Math

- Pencil
- Paper (provided by proctor)
- Calculator
- 5"x7" card containing formulas and any information the student chooses to put on the card
- Access to MyMathLab (Prior to exam, run wizard on computer at www.coursecompass.com)

College Algebra

- Paper (provided by proctor)
- Pencil
- Calculator
- 5"x7" card containing formulas and any information the student may choose to put on the card.
- Proctor should fax scratch paper to 870-574-4477, ATTN: Dr. Terry Hutson.

Composition I

- Textbook
- Content pages from course
- Personal notes

Database Design and Management

- Textbook

Desktop Publishing

- Access to Adobe PageMaker 7

Developmental Psychology

- Textbook
- Notes

Elementary Algebra

- Paper (provided by proctor)
- Pencil
- Calculator
- 5"x7" card containing formulas and any information the student may choose to put on the card.
- Proctor should fax scratch paper to 870-574-4477, ATTN: Teresa McLeane

Environmental Management II

- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations)

Fire Service Tactics (Instructor: James Utsey)

- Pen or Pencil
- Calculator

General Chemistry

- Unmarked copy of the Periodic Table
- Cheat sheet (one page document provided by instructor)
- Calculator

General Psychology

- Textbook

Intermediate Algebra

- Paper (provided by proctor)
- Pencil
- Calculator
- 5"x7" card containing formulas and any information the student may choose to put on the card.
- Proctor should fax scratch paper to 870-574-4477, ATTN: Teresa McLeane

Industrial Treatment Technology

- Math formula sheet

Introduction to Sociology

- Textbook
- Notes

Keyboarding

- Will need access to Microsoft Word 2007

Legal Aspects of Fire Service (Instructor: James Utsey)

- Pen or Pencil
- Calculator

Macroeconomics

- Formula Sheet

Math for Teachers I

- Paper (provided by proctor)
- Pencil
- Calculator
- Proctor should fax scratch paper to 870-574-4477, ATTN: Teresa McLeane.

Math for Teachers II

- Paper (provided by proctor)
- Pencil
- Calculator
- 3"x5" card containing formulas and any information the student may choose to put on the card.
- Proctor should take up scratch paper and card and fax scratch paper to 870-574-4477, ATTN: Teresa McLeane.

Math for Technology

- Paper (provided by proctor)
- Pencil
- Calculator
- Metric reference card
- 5"x7" card containing formulas and any information the student may choose to put on the card.
- Proctor should fax scratch paper to 870-574-4477, ATTN: Dr. Terry Hutson.

Microsoft Word

- Access to Microsoft Word 2007

Music Appreciation

- Textbook

Medical Transcription I

- Access to Microsoft Word 2007, Windows Media Player or Real Player and headphones
- Medical dictionary

Medical Transcription II

- Access to Microsoft Word 2007, Windows Media Player or Real Player and headphones
- Medical dictionary

Nutrition & Diet

- Textbook

Physical Science

- Paper (blank)
- Pen or Pencil
- Calculator
- Copy of Periodic Table
- 5"x7" card containing formulas and any other items the student may choose to put on the card

Principles of Accounting I

- Calculator (programmable calculators are not allowed)
- Access to Microsoft Excel

Principles of Accounting II

- Calculator (programmable calculators are not allowed)
- Access to Microsoft Excel

Reading (Instructor: Lida Criner)

- Textbook
- Copies of Course Content

Records & Database Management

- Access to Microsoft Access 2007

Skill Building

- Access to Microsoft Word 2007

Social Problems

- Textbook

Speed Building

- Access to Microsoft Word 2007

Quantitative Analysis

- Pencil
- Paper (provided by proctor)
- Graphing Calculator
- Tri-fold formula and table card that comes with textbook or copies of this card or the tables from the back of the textbook
- Access to Microsoft Excel
- Access to MyMathLab (Prior to exam, run wizard on computer at www.coursecompass.com)

Water Treatment Technology I

- Math formula sheet

Water Treatment Technology II

- Math formula sheet

Wastewater I

- Math formula sheet

Wastewater II

- Math formula sheet

Writing I (Instructor: Lida Criner)

- Textbook
- Copies of course content

Approved Proctor Sites
(Revised: 2/23/2012)

Arkansas Northeastern College

Contact Person: Laura Yarbrough
Address: 2501 South Division St.
Blytheville, AR 72315
Phone: (870) 762-3103
Fax: (870) 763-1054
E-Mail: lyarbrough@smail.anc.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: None

Arkansas State University – Mountain Home

Contact Person: Cathy Howard
Address: 1600 South College St.
Mountain Home, AR 72653
Phone: 870-508-6209
Fax: 870-508-6284
E-Mail: choward@asumh.edu
Hours: Mon.-Thurs.: 8:00am-3:00pm
Fee: None

Arkansas Tech University

Contact Person: Karen Pittman
Address: 103 Bryan Hall
Russellville, AR 72801
Phone: 479-968-0382
Fax: 479-968-0375
E-Mail: kpittman@atu.edu
Hours: Mon.-Fri.: 8:00am-5:00pm
Fee: \$15 per hour

College of the Ouachitas

Contact Person: Josh Holliman
Address: 1 College Circle
Malvern, AR 72104
Phone: 501-332-3658 ext. 1125
Fax: 501-337-9382
E-Mail: jholiman@otcweb.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: None

East Arkansas Community College

Contact Person: Marilyn Hawkins
Address: 1700 Newcastle Road
Forrest City, AR 72335
Phone: 870-633-4480 ext. 302
Fax: 870-633-3840
E-Mail: mhawkins@eacc.edu
Hours*: Mon.-Fri.: 8:00am-4:30pm
*Other Hours: By Appointment
Fee: None

Henderson State University

Contact Person: Geraldean Morris
Address: 1100 Henderson Street
Arkadelphia, AR 71999-0001
Phone: 870-230-5470
Fax: 870-230-5484
E-Mail: morrisg@hsu.edu
Hours*: Mon.-Fri.: 8:00am-5:00pm
Closed for lunch: 12:00-1:00pm
Fee: 1 exam \$20; 2 or more exams \$15 ea.

Arkansas State University - Jonesboro

Contact Person: Mary Jane Higgins
Address: 106 N Caraway Rd
Eugene Smith Hall, Suite 410
Jonesboro, AR 72401
Phone: (870) 972-3052
Fax: (870) 972-3849
E-Mail: mhiggins@astate.edu
Hours: Mon.-Fri.: 8:00am-3:00pm
Fee: \$20 per exam

Arkansas State University – Newport

Contact Person: Jennifer Ballard
Address: 7648 Victory Blvd.
Newport, AR 72212
Phone: 870-512-7861
Fax: 870-512-7870
E-Mail: jennifer_ballard@asun.edu
Hours*: Mon.-Fri.: 8:00am-4:30pm
*Other hours available by appt.
Fee: None

Black River Technical College

Contact Person: Dr. Michael Sullens
Address: P.O. Box 960
Pocahontas, AR 72455
Phone: 870-248-4029
Fax: 870-248-4100
E-Mail: mikes@blackrivertech.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: None

Cossatot Community College (All Campuses)

Contact Person: Christine Vertiz
Address: P.O. Box 960
DeQueen, AR 71832
Phone: 870-584-4471 ext. 131
Fax: 870-642-5510
E-Mail: cvertiz@cccua.edu
Hours: Mon.-Thurs.: 8:00am-7:00pm
Fri.: 8:00am-4:00pm
Summer Hours: 8-4 M-F
Fee: \$5 per test

Harding University

Contact Person: Tina Gould
Address: HU Box 12291
Searcy, AR 72149
Phone: 501-279-4415
Fax: 501-279-4444
E-Mail: tgould1@harding.edu
Hours: Mon.-Fri.: 8:00am-5:00pm
Fee: \$15 per test (Non-Harding Students)

Mid-South Community College

Contact Person: John Easley
Address: 2000 West Broadway
West Memphis, AR 72301
Phone: 870-732-6011
Fax: 870-733-6746
E-Mail: jaeasley@midsouthcc.edu
Hours*: Mon.-Thurs.: 7:30am-7:30pm
Fri.: 7:30am-3:30pm
*Summer hours vary
Fee: \$25 per exam

National Park Community College

Contact Person: Suzy Still/Nathan Sheffield
 Address: 101 College Drive
 Hot Springs, AR 71913
 Phone: 501-760-4376
 Fax: 501-760-6415
 E-Mail: testingcenter@npcc.edu
 Hours: Mon.-Fri.: 8:00am-4:30pm
 Fee: \$25 (Non-NPCC Students)

Northwest Arkansas Community College

Contact Person: Shannon Siebler
 Address: One College Drive, Burns Hall, Rm 1019
 Bentonville, AR 72712
 Phone: 479-619-4317
 Fax: 479-619-2223
 E-Mail: testingcenter@nwacc.edu
 Hours: Call for Appointment
 Fee: \$25 per visit

Phillips Community College of the University of Arkansas

Contact Person: Susie Puckett (Helena Campus)
 Address: 1000 Campus Drive
 Helena, AR 72342
 Phone: 870-338-6474 ext. 1134
 Fax: 870-338-7542
 E-Mail: spuckett@pccua.edu
 Hours: Mon.-Fri.: 8:00am-4:30pm
 Fee: None

Phillips Community College of the University of Arkansas

Contact Person: Dr. Susan Luebke (DeWitt Campus)
 Address: 2807 Hwy 165S, Box A
 Stuttgart, AR 72160
 Phone: 870-673-4201 ext. 1813
 Fax: 870-673-8166
 E-Mail: sluebke@pccua.edu
 Hours*: Mon.-Thurs.: 8:00am-8:00pm
 Fri.: 8:00am-1:30pm
 *Summer hours vary
 Fee: None

Rich Mountain Community College (Mount Ida)

Contact Person: Nancy Booth
 Address: 117 Ray Drive
 Mount Ida, AR 71957
 Phone: 870-867-5264
 Fax: 870-867-5185
 E-Mail: nbooth@rmcc.edu
 Hours: Mon., Tues, Thurs.: 8:00am-4:30pm
 Fee: \$25/course (Non-RMCC Students)

Rich Mountain Community College (Waldron)

Contact Person: Tammye Sherrill
 Address: Waldron Center
 Waldron, AR 72958
 Phone: 479-637-5502
 Fax: 479-637-4962
 E-Mail: tsherrill@rmcc.edu
 Hours: Mon.-Thurs: 7:30am-4:00pm
 Fri.: 8:00am-3:30pm
 Fee: \$25/course (Non-RMCC Students)

North Arkansas College

Contact Person: George Laking
 Address: 1515 Pioneer Drive
 Harrison, AR 72601
 Phone: 870-391-3533
 E-Mail: glaking@northark.edu
 Hours*: Mon.-Fri.: 8:00am-5:00pm
 *Summer hours vary.
 Fee: None

Ozarka College

Contact Person: Judy Sharp
 Address: 218 College Drive
 Melbourne, AR 72556
 Phone: 870-368-7371 ext. 341
 Fax: 870-368-4733
 E-Mail: jsharp@ozarka.edu
 Hours: Mon.-Fri.: 8:00am-4:30pm
 Fee: None

Phillips Community College of the University of Arkansas

Contact Person: Dr. Susan Luebke (Stuttgart Campus)
 Address: 2807 Hwy 165S, Box A
 Stuttgart, AR 72160
 Phone: 870-673-4201 ext. 1813
 Fax: 870-673-8166
 E-Mail: sluebke@pccua.edu
 Hours*: Mon.-Thurs.: 8:00am-8:00pm
 Fri.: 8:00am-1:30pm
 *Summer hours vary
 Fee: None

Pulaski Technical College

Contact Person: Malcolm Smith
 Address: 3000 West Scenic Drive
 North Little Rock, AR 72118
 Phone: 501-812-2787
 Fax: 501-812-2787
 E-Mail: masmith@pulaskitech.edu
 Hours: Tues.-Wed.: 8:00am-8:00pm
 Fee: \$35 per visit

Rich Mountain Community College (Mena)

Contact Person: Pamela Barron
 Address: 1100 College Drive
 Mena, AR 71953
 Phone: 479-394-7622 ext. 1422
 Fax: 479-394-5329
 E-Mail: pbarron@rmcc.edu
 Hours: Mon.-Thurs: 8:00am-4:30pm
 Fri.: 8:00am-3:30pm
 Fee: \$25/exam (Non-RMCC Students)

South Arkansas Community College

Contact Person: Casey Martin
 Address: 300 South West Avenue
 El Dorado, AR 71730
 Phone: 870-864-7196
 Fax: 870-875-7296
 E-Mail: cmartin@southark.edu
 Hours: Mon.-Thurs.: 8:00am-8:00pm
 Fri.: 8:00am-12:00noon
 Fee: None

Southeast Arkansas College

Contact Person: Kimberly Williams
 Address: 1900 Hazel Street
 Pine Bluff, AR 71602
 Phone: 870-850-4815
 Fax: 870-850-4815
 E-Mail: kwilliams@seark.edu
 Hours: Mon.-Thurs.: 7:30am-8:00pm
 Fri.: 7:30am-5:00pm
 Fee: None

Southern Arkansas University Tech

Contact Person: Santresa Wilkins
 Address: 6415 Spellman Road
 Camden, AR 71701
 Phone: 870-574-4486
 Fax: 870-574-4478
 E-Mail: swilkins@sautech.edu
 Hours*: Mon.-Thurs.: 7:30am-5:00pm
 Fri.: 7:30am-11:30am
 *Summers hours may vary.
 Fee: None

UAM College of Technology – McGehee

Contact Person: Linda Branch
 Address: 1609 East Ash Street
 McGehee, AR 71654
 Phone: 870-222-5360, ext. 5219
 Fax: 870-222-1105
 E-Mail: branchl@uamont.edu
 Hours: Mon.-Fri.: 8:00am-4:30pm
 Fee: \$20 per exam

University of Arkansas Community College at Hope

Contact Person: Misty Hughes
 Address: P.O. Box 140
 Hope, AR 71802
 Phone: 870-722-8247
 Fax: 870-722-8161
 E-Mail: misty.hughes@uacch.edu
 Hours: Mon.-Fri.: 8:00am-4:30pm
 Fee: None

University of Arkansas Fayetteville

Contact Person: Dr. Yassaman Mirdamadi
 Address: 700 Hotz Hall
 Fayetteville, AR 72701
 Phone: 479-575-3948
 Fax: 479-575-4608
 E-Mail: ymirdam@uark.edu
 Hours*: *Mon.-Fri.: 8:00am-5:00pm
 *Other hours available by appointment.
 Fee: \$50 for 1st two hours and then \$25/hour

University of Arkansas Monticello

Contact Person: Laura Hughes
 Address: 517 University Drive
 Monticello, AR 71656
 Phone: 870-460-1454
 Fax: 870-460-1653
 E-Mail: hughesl@uamont.edu
 Hours*: Mon.-Fri.: 8:00am-4:30pm(Fa & Spr)
 Mon.-Fri.: 8:00am-4:00pm(Sum)
 Fee: \$20 per course (covers all exams)

Southern Arkansas University

Contact Person: Paula Washington-Woods
 Address: 100 E. University
 Magnolia, AR 71753
 Phone: 870-235-4145
 Fax: 870-235-5096
 E-Mail: pwwoods@saumag.edu
 Hours*: Mon.-Fri.: 8:00am-5:00pm
 *Summer hours may vary.
 Fee: None

UAM College of Technology – Crossett

Contact Person: Linda Tucker
 Address: 1326 Hwy 52 W
 Crossett, AR 71635
 Phone: 870-364-6414, ext. 125
 Fax: 870-364-5707
 E-Mail: tuckerl@uamont.edu
 Hours: Mon.: 8:00am-8:00pm
 Tues.: 8:00am-5:30pm
 Wed.: 8:00am-7:30pm
 Thurs.: 8:00am-3:30pm
 Fri.: Closed
 Fee: \$20 per exam

University of Arkansas Community College at Batesville

Contact Person: Renee Bell
 Address: P.O. Box 3350
 Batesville, AR 72503
 Phone: 870-612-2084
 Fax: 870-793-4988
 E-Mail: rbell@uaccb.edu
 Hours: Mon.-Fri.: 8:00am-5:00pm
 Fee: \$25 per visit (if after hours)

University of Arkansas Community College at Morrilton

Contact Person: Aaron Spivey
 Address: 1537 University Blvd.
 Morrilton, AR 72110
 Phone: 501-977-2060
 Fax: 501-354-9948
 E-Mail: spivey@uaccc.edu
 Hours: Mon.-Fri.: 8:00am-4:30pm
 Fee: \$25 per visit

University of Arkansas-Fort Smith

Contact Person: Nichelle Christian
 Address: 5210 Grand Ave.
 Fort Smith, AR 72913
 Phone: 479-788-7662
 Fax: 479-788-7016
 E-Mail: nchristi@uafortsmith.edu
 Hours: Mon.-Thurs.: 8:00am-6:00pm
 Fri.: 8:00am-5:00pm
 Fee: \$30 per test

University of Central Arkansas

Contact Person: Brian Corbin/Barb Joiner
 Address: 201 Donaghey
 Conway, AR 72035
 Phone: 501-450-3209
 Fax: 501-450-5277
 E-Mail: bcorbin@uca.edu or barbj@uca.edu
 Hours: Mon.-Fri.: 8:00am-4:30pm
 Fee: \$25 per exam (Non-UCA Students)

University of the Ozarks

Contact Person: Leanita Pelts
Address: 415 N College Avenue
Clarksville, AR 72830
Phone: 479-979-1427
Fax: 479-979-1429
E-Mail: lpelts@ozarks.edu
Hours*: Mon.-Fri.: 8:00am-4:30pm
*Other hours available by appt.
Fee: \$25 per test

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