

TESTING POLICIES & REQUEST FORM

Dear Instructor,

1. **We recently moved to Albion Hall, Room 105.** Our new STOP number is 8047. GPS routes may direct you to an incorrect area of the building.
For accurate directions, refer to our [Pocatello Testing Map](#).
2. **Starting Summer 2025**, students must visit [Pocatello's Testing Center Scheduling Website](#) to schedule exams at least 48 hours in advance. Be aware that our center does fill up, and we will not schedule students if our center is at capacity.
3. We are not equipped to provide off-center testing to a class, nor do we have staff available to provide in-class proctors. We don't have web cameras available on our computers.
4. Our testing center does not support any type of remote proctoring services (i.e. ProctorFree, ProctorU, Blackboard).
5. If your course uses remote proctoring, please create a duplicate exam in Moodle for students testing at our center. Contact [ISU's ITRC](#) for help.
6. To avoid scheduling conflicts, please make test available for more than one day.
7. Limit test requests for scheduling to Monday through Friday. We are closed on federal holidays and during university breaks.
Our summer availability for testing varies.
See [ISU's academic calendar](#) for full listings.
8. Testing materials, including this form with the specified dates and times, must be submitted before students can schedule.
9. Include a class roster if more than one student will need to test.
10. We accept tests via inter-departmental mail (STOP 8047) or tests can be dropped off in our office.
11. For added security, passwords for online exams may be sent via e-mail to proctoredtest@isu.edu.
12. For paper tests, you must sign off on them or deliver and pick up them in person at the Testing Center.
13. **We will not release any testing materials to students.** The Testing Center cannot collect homework, take-home tests, or other assignments from students without your prior approval. We do not give out take-home tests.
14. Once complete, please send this proctoring agreement to proctoredtest@isu.edu. We will follow up with you to finalize the exam arrangements. If we are unable to proctor the exam—for example, if we cannot meet a proctoring requirement or if we determine that built-in or site-specific remote proctoring is already required—we will contact you to explain why we are unable to proceed.
15. For questions or other information, please contact the Testing Director, Jamie Howerton, at (208) 282-4907 or proctoredtest@isu.edu.

REQUIRED FOR ALL TYPES OF TESTS:

Test Information

Name of the **Student or Class** to be tested: _____

Date Test Sent to Test Center: _____

Instructor's Name: _____

Campus Extension: _____ Home/Cell Phone: _____
(Staff will never share with students)

Course: _____ Test: _____

Administration Instructions

Open Date: _____ Close Date: _____

Time limit: _____ # of Students: _____

Password: _____ or ☐ No password, exam is on paper

Answers should be placed on: ☐ Moodle Test ☐ Paper Test ☐ Answer Sheet ☐ Other (Specify): _____

Testing Aids Allowed: ☐ Notes/Open Book

☐ Calculator (specify type(s) allowed): _____

☐ Textbook (title): _____

☐ Other (specify): _____

☐ No aids of any kind are allowed (If selected, please ensure you didn't accidentally select any aids above)

Are Breaks Allowed? ☐ No ☐ Yes, Break Instructions: _____

(Locker access is not allowed)

REQUIRED FOR PHYSICAL COLLECTION OF PAPER EXAMS ONLY (Complete during pickup, not prior):

Instructor's Signature:

Collection Date: