

Online Testing Proposal—The Transition

1. Keep the system the way it is now, but move toward an organized, centralized testing plan as done in a similar manner as eCore. Ginny Bass and Sharon Long will work together to devise a transition plan including faculty/student coordination through the Distance Learning Office.
2. The Department Chairs or their designees schedule classrooms with Tammy Wilson well ahead of time so that local students know their commitments and can arrange to attend the testing times. Students who are unable to attend should make up the exam at no charge **with the professor** if the students are local and if the professor approves.
3. If the students are not local, they must be approved to test elsewhere by the professor and the coordinator in the Distance Learning Office. Once approved and the site determined and approved by the coordinator, the students must call a testing center and schedule the exam independently. There will be a fee.

The coordinator will make sure the exams and instructions are delivered to the chosen testing facility. This procedure can be automated in the future if it follows the eCore model: <https://ecore.usg.edu/exams/sites.php>.

4. If a testing service such as Proctor U is used, that method will also be coordinated through the Distance Learning Office. There will be a fee.
5. As professors move to the new online model and testing is offered by **Desire2Learn only during designated midterm and/or final exam periods**, we will transition to the Clayton State University Testing Center's administering the exams in three-day intervals twice a semester using professional, organized procedures similar to the eCore model. There will be a \$20 fee per exam.