In addition to the following rules, divisions, departments, and/or instructors may require further testing procedures and/or rules.

No person, other than Graham County Community College District (GCCCD) employees or agents, shall participate in the process of test construction, maintenance, or administration. All employees (faculty, staff, and work-study student employees) are to be made aware of the importance of exam security at the start of their employment. All employees are to be made aware that violations of test security procedures may result in termination of their employment with GCCCD.

Test Construction and Maintenance

1. Faculty are responsible for the security and supervision of all aspects of the construction, maintenance, and administration of tests. To the maximum extent possible, faculty will supervise any participation of staff and/or work-study student employees in test construction activities such as typing or copying exams.

2. Full-time copy/mail room personnel are responsible for test security for any and all examinations delivered to that center for copying.

3. Exams should be derived directly from learning objectives of the sessions to be evaluated. To be valid, tests should measure what they are intended to measure.

4. Exams should be scrutinized for clarity and content well in advance of their administration.

5. Study guides may be provided at the discretion of the instructor.

6. Tests and test-related materials, including "work in progress," shall be kept in a predetermined, secured, locked storage area. Secure materials must never be left in open areas or unattended.

7. Pre and post-tests of active courses shall be reviewed on a regular basis.

Testing Procedures

1. Testing procedures and rules shall be communicated in writing as part of the syllabus to each student and shall be distributed early in the semester. Instructors should follow these procedures and rules rigorously. Instructors must assure that when students take exams a proctor is present in the room.

2. No work-study student employee, under any circumstances, shall proctor an examination.

3. Faculty are responsible for the security and supervision of all aspects of test administration. To the maximum extent possible, faculty will supervise any participation of staff and/or work-study student employees in test administration activities such as operating Scantron machines and data entry into grade books. Faculty are further expected to check or audit such data entries.

4. Written documentation of accommodations for students with disabilities must be on file with the Disability Resource Services office within the Academic Advising Department before accommodations may be given, including modifications to testing procedures. Any accommodations for students with disabilities concerning exam situation must follow guidelines set forth in EAC Regulation 5010.02.

5. Faculty shall be responsible for ensuring that proper testing procedures are followed. They shall also initially handle appeals from students.

6. Discarded copies of exams should be shredded.

7. Student calculators, laptops, tablets, cell phones, and other electronic devices may, at the direction of the applicable faculty member, be prohibited in testing situations.

8. Anyone who witnesses a violation or suspected violation of testing procedures shall report such violation or suspected violation to the instructor.

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9.   Examinations shall not be removed from designated areas for the purposes of taking and reviewing the same without the express consent of the instructor.