

## TESTING FOR ONLINE LEARNERS

### Proctored Testing

Proctored testing is required in many of the online courses. Test/exam descriptions and testing timelines are provided by your course Instructor. Check your course outline for details.

### Identify a Test Proctor

It is the student's responsibility to identify a test proctor prior to or during the first few weeks of class. A proctor may already be in place depending on your location.

- Is it convenient for you to come to one of the NSCC campuses? An appointment is necessary and the tests are administered as space is available. You need to call the number found on the Campus Proctor Contact List at least a week in advance of the time you wish to write to set up a time for your test.
- If you do not fit into the above category, don't worry! Go to

<http://onlinelearning.nsc.ca/Services/testing/Students/ExternalTestProctor.pdf>

to see how to get set up with and get approval for an external proctor.

If you are using an external proctor please remember that **any cost for proctoring is the responsibility of the student.**

If approved by the Instructor, your test proctor will be notified of this approval.

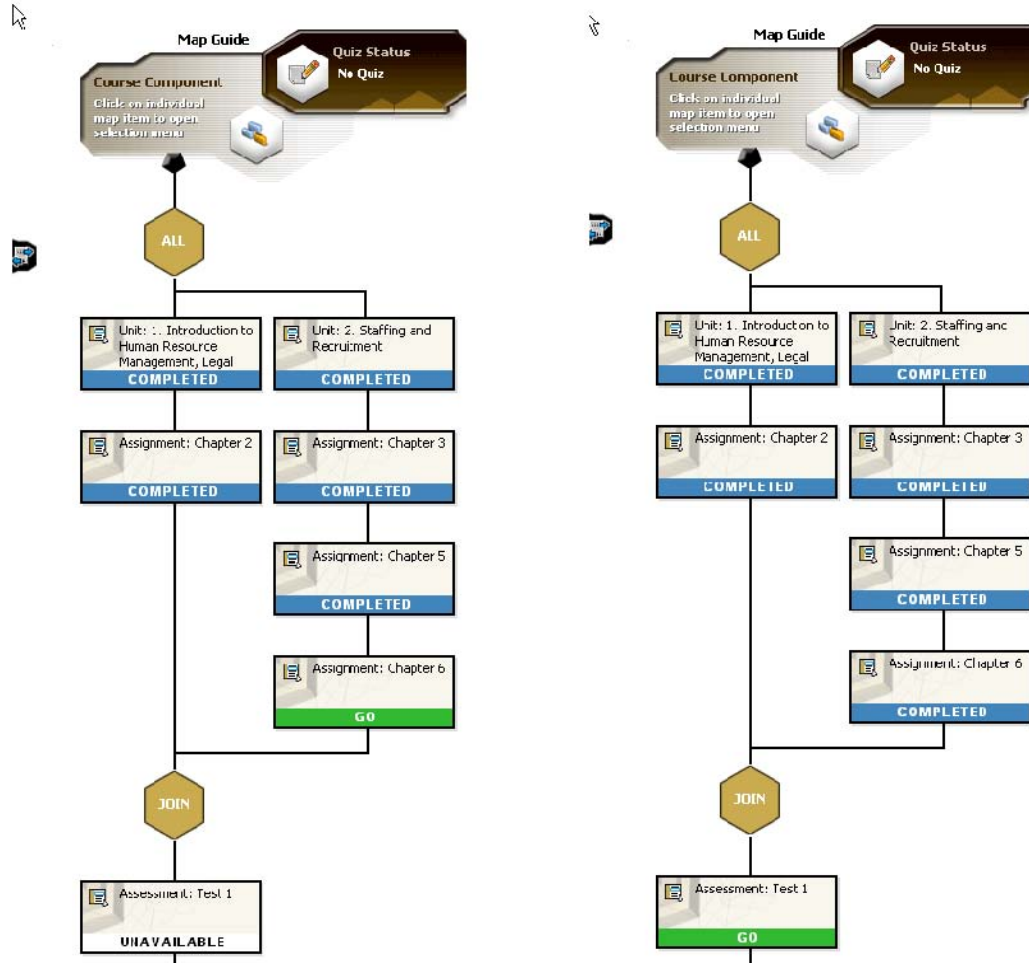


Prepare for Testing When you go for testing, bring a photo ID and know the name of the course, your Instructor, and the test/exam that you are taking. Know the requirements and restrictions as described in your course outline, such as time limit and whether or not any reference text is allowed. Also it is important that you check your course map in the TLM before going to the test site to make sure that the test/exam is available to write. All units, assignments, tests etc. that are on the map above the test/exam you wish to write must be showing the status of complete. Please see below for information on how to mark your units complete before you go to the test site.

### How to Make Tests Available in the TLM

All units preceding the test must be marked complete (blue in colour) to get access to the test. To do this click on each unit and choose Mark Module Complete.

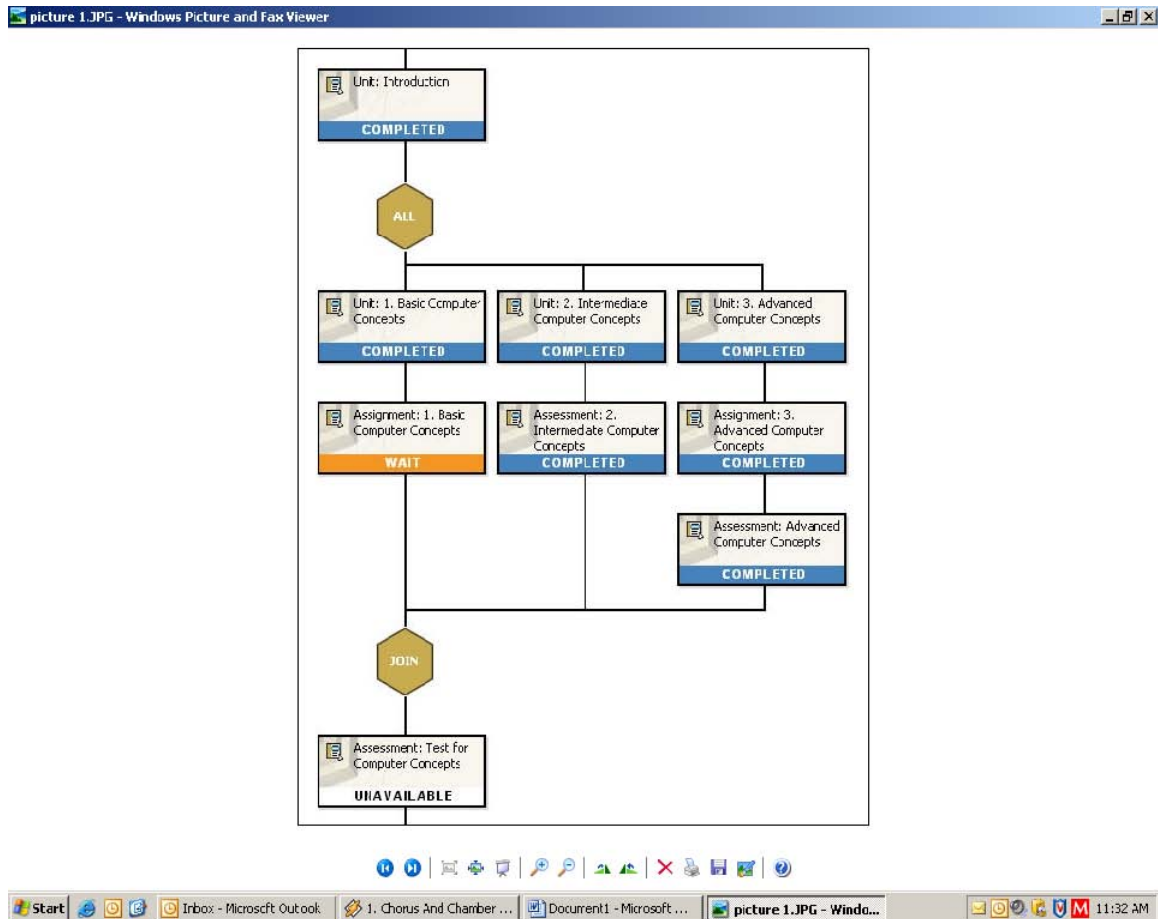
You will notice in the picture below that the “Assignment: Chapter 6” is not Marked Complete. Therefore, the Assessment Test is Unavailable. Once this unit is marked complete, the test turns green for Go and the student can access it. If it is a supervised assessment, it cannot be released by a proctor unless it states GO.



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## Online Learning

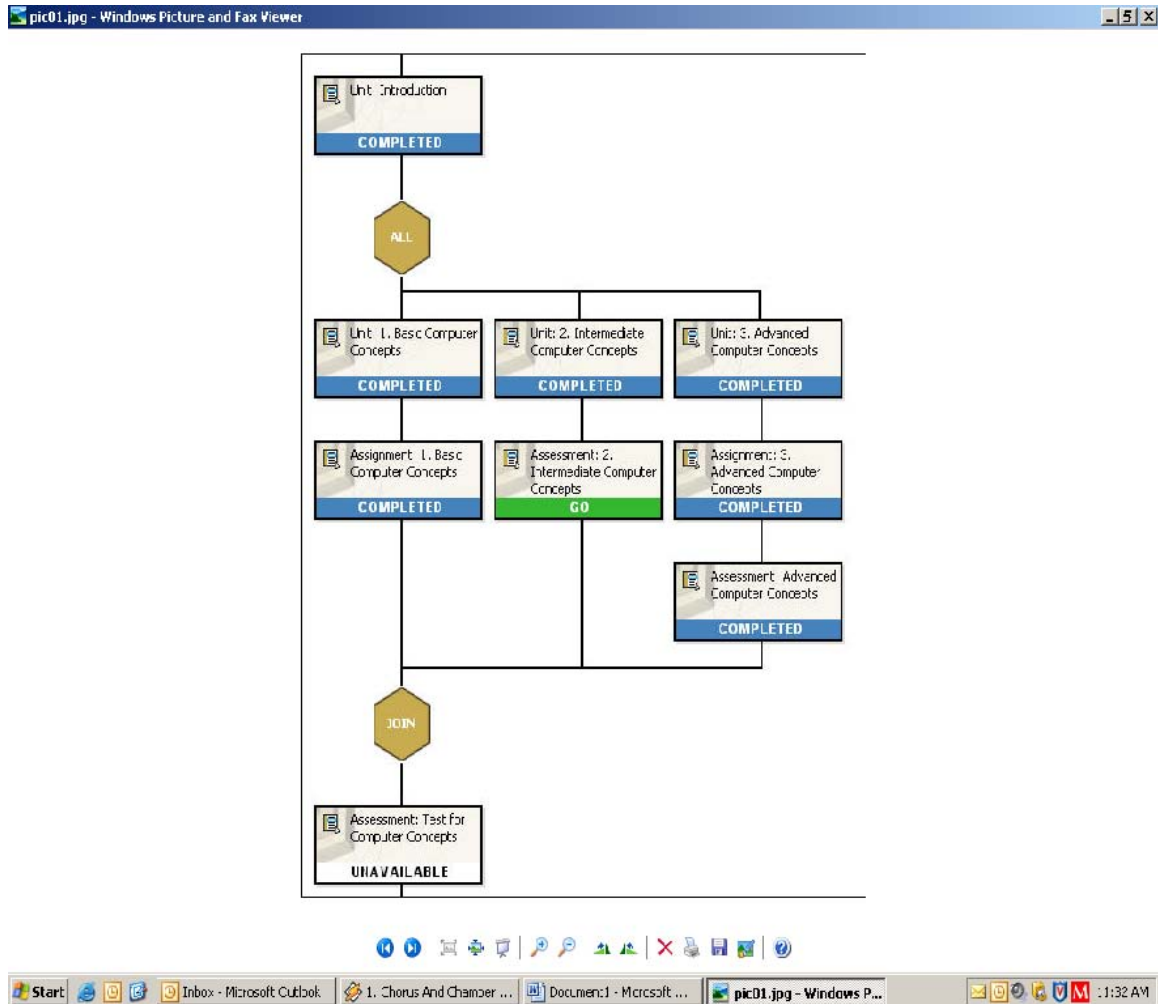
In the picture below the “Assignment: 1” is not marked complete and it is showing a status of “wait”. Therefore the assessment test is not available. The test in this example will not be available to the student until he/she has contacted the Instructor to change the status on the assignment unit.



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In the picture below the "Assessment 2" is not marked complete. It is showing a status of "go". The test in this example will not be available to the student until he/she has completed the preceding test. You must complete "assessment 2 " before you can complete the test for "computer concepts."



### Making a Supplemental Final Exam Available to Apprenticeship Students

Passing mark for Apprentices final exams is 70%. You may have one supplemental exam per course. The following screen shows a course with a failed final exam that has not been reset by the Instructor. YOU MUST contact your Instructor to reset the status of your exam before you go to the test site to re-write your exam.

\*\*\*\* The proctor at the campus is not able to reset the status of your exam. It must be done by your Instructor or in an emergency by the Online Learning office. \*\*\*\*

The screenshot displays the 'The Learning Manager 3.2' web application in a Microsoft Internet Explorer browser. The address bar shows the URL: <http://tlm3.nscC.ca/tlm32/MainPage.asp>. The page title is 'The Learning Manager' and the current course is 'Advanced Roofs'. A navigation menu on the left includes 'More Details', 'Courses & Options', 'Course Map', 'Course Info', 'Handouts', 'References', 'Announcements', 'Outline', 'E-mail', 'Grade Summary', 'Student Feedback', and 'History and Status'. The main content area features a 'Course Map' diagram with a 'START' button at the top, followed by three 'Module with Quiz' items: 'Gambrel and Mansard Roofs', 'Geometric Roofs', and 'Unequal Sloped Roofs'. Each of these three modules is marked as 'COMPLETED'. Below them is an 'Assessment: Final Exam for Advanced Roofs' marked as 'STOP', followed by an 'END' button. A 'Course Map' text box on the right provides instructions: 'Click on a course map item to see available options.' and 'Mark modules complete when ready to move forward in course.' The browser's taskbar at the bottom shows several open applications, including '1. Lionel Richie - Hello (S...', 'Proctoring Document .do...', and 'The Learning Manage...'. The system clock indicates 1:17 PM.