

**University of Wisconsin Oshkosh
Testing Services**

Coordinator/Classroom Testing Training Checklist
Classroom, Make-up, Correspondence, Placement Testing
(to be completed by new employees)

Directions:

Date and initial the appropriate line when information about the item has been presented through discussion, reading, observation and hands-on training. The trainer and trainee's initial must be on the form. When all items are completed, keep a xeroxed copy for yourself and return the original to the Classroom Testing Coordinator. The form will then be placed in your personnel file.

Trainer's Initials/Date

Employee's Initials/Date

1. INTRODUCTIONS

A. Department Director	_____	_____
B. Department Staff	_____	_____
C. Student Staff	_____	_____

2. STRUCTURE STANDARDS

A. Campus	_____	_____
B. Department	_____	_____
C. Mission Statement _(dept.)	_____	_____
D. Dept. Goals	_____	_____

A. Policies

1. Office Hours _____
2. Attendance _____
3. Breaks _____
4. Illness _____
5. Personal Emergencies _____
6. Office Keys _____
7. Privacy Act _____
8. Test Security _____
9. Testing Security _____
10. Non-discriminatory testing _____
11. Food/Drink in work area _____
12. Money Handling _____
13. Employment termination _____
14. Employee Evaluation _____
15. Retake Policies _____
16. Emergencies _____
17. Time Cards _____
18. Academic Dishonesty _____
19. Confidentiality _____
20. Standardized Testing _____
21. Addressing Examinee Concerns _____
22. Proctoring _____
23. Test Handling _____

3. PROCESS STANDARDS

A. Job Descriptions and Performance Indicators

1. Coordinator/Classroom Testing _____

B. Procedures

- 1. Classroom/Makeup testing _____
 - a. Logging in the test _____
 - b. Setting up the file/box _____
 - c. Check-in/ID _____
 - d. Giving test directions _____
 - e. Seating _____
 - f. Timing _____
 - g. Proctoring _____
 - h. Check-out _____
 - I. Logging the test out _____

- 2. Correspondence Exams _____
 - a. Payment/receipt # _____
 - b. Read directions _____
 - c. Check-in/green card _____
 - d. Timing _____
 - e. Seating _____
 - f. Check out of Exam _____

- 3. Residual Placement Testing _____
 - a. ID required _____
 - b. Check-in/ orange card _____
 - c. Odyssey date/registration _____
 - d. Handscoring/Madison scoring _____
 - e. Check-out/Storage _____

Miscellaneous

- 5. Receiving test fees _____
- 6. Stocking Supplies _____
- 7. Maintenance of testing area _____
- 8. Taking Phone Calls _____
- 9. Reporting Test Scores _____

C. Protocols

- 1. Academic Dishonesty _____
- 2. Request to Test Without ID _____
- 3. Special Testing Accommodations _____
- 4. Request for Unscheduled Break
During Testing _____
- 5. Electrical Power Outage _____
- 6. Fire _____
- 7. Tornado Watch/Warning _____
- 8. Attack/ Violence (or threat of) _____
- 9. Breach in Security _____
- 10. Bomb Threat _____
- 11. Disturbance _____
- 12. Earthquake _____
- 13. Computer Failure _____
- 14. Evacuation _____

D. Guidelines

- 1. Testing Irregularity Form _____

E. Standards of Testing

- 1. Classroom/Make-up testing _____
- 2. Correspondence Testing _____
- 3. Residual Placement Testing _____

4. OUTCOME STANDARDS

- 1. Program Evaluation - Testing _____

