SAC Testing Center
The Problem - Access Database

- Pieced together over a few years
- Couldn’t be edited/updated
- Sorting issues on reports
- Chance of mistakes
Data Entry!

- Professors had to fill one out for each student

- Hand entered about 600 forms in the first three weeks

- Class data could not be reused, had to be re-entered each time

- Proctored 1200 tests per semester – All had to be entered individually
Main Concerns with the system

- Passing the form from student-professor-student-SAC meant there were many chances for mistakes/misplacing the form
- Student could alter the form after the professor signed it, to allow for extra materials or alternate times
- No way to allow for different times/materials on different exams
- Professors had no way to see what was scheduled for their class
- No way to connect classes, short of looking up everyone's section number in KSIS
- Updating new test return locations was difficult and imperfect
- Email notifications for exam was being done by hand – 15-40 emails, with date/time/materials/student names added
  - Around 100 emails per day for finals
- Sorting issues on the reports for finals made it difficult to get organized – especially for midterms/finals
### The Solution!

#### Recent Class Changes

<table>
<thead>
<tr>
<th>Change Date</th>
<th>Term</th>
<th>Instructor</th>
<th>Email</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Class Descr</th>
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<tr>
<td>07/07/2016</td>
<td>2164</td>
<td>Kathleen Marie Hoss-Cruz</td>
<td><a href="mailto:khoescrnt@ksu.edu">khoescrnt@ksu.edu</a></td>
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<td>Teneccia Layana Letoya Dacca</td>
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#### Upcoming Tests

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</tr>
</tbody>
</table>
Benefits for professors

• Enter dates once (per section), then connect students to the class

• Three types of exams, so professors can set different times for quizzes vs. tests, or different materials for only the final

• Scantron type added as a material

• Professors can see what is scheduled, and if any students have alternative times

• Reminder emails are automated, so they are always on time
Benefits for our office

- Fewer mistakes on dates
- Professors provide data entry or dates
- Automated emails to professors
- Automated emails to students help us avoid missed tests or mistakes
- Reports sort in relevant ways—and always in the same way
- Reports auto-run and emailed to the main account—helps the office run when test coordinator is out
- Easy to edit and update as new accommodations are added
- Alternate test times marked received separately from rest of test to allow for make-up exams
Benefits (cont.)

• Connection to KSIS helps keep the accommodations up to date and accurate

• Allows us to look up a student’s upcoming tests all at once – a common request

• Can’t accidentally destroy entire database
Go-live

• Testing Center went live May 6th
• Data was duplicated into the new system for Spring Finals
  • The students loved the reminder emails
  • Automated emails to professors helped us get tests on time
• Using only new system for Summer
  • Mixed results from professors
    • Despite changing accommodation letters, multiple K-State Today articles and even a direct email, professors don’t seem aware of the new system
    • Unhappy with 48 hour deadline
    • Happy with regular emails, increased visibility, and reduced repetition
# Basic Walk-through

**My Homepage**

Shows recent additions/Changes (and who made them)

And upcoming exams
From there I can go to:

- A specific class to make changes or mark it received
- A student’s page to update accommodations or mark that they won’t attend a specific test
Set-up tables allow us to add new accommodations as needed.

(The shortened version of these show up on the proctor sheets to help us know who needs a computer, who needs to be sat at a task lamp, etc)

A set-up table also controls the materials the professor can choose from when adding an exam, so that we can add anything we see listed frequently and specify how it will be shorted on the proctor sheet.
Org Table allows us to instantly update new locations/phone numbers for Departments.

With all the moves, having tests delivered to the wrong location was becoming a problem.
Overall

- **Professors**
  - Professors have direct control over what dates the office gets
  - Automated emails are always exactly 48 hours before the exam

- **Students**
  - Less responsibility is placed on the student for coordinating their exams
  - Reminder emails still allow them to notify our office if something isn’t right

- **Our Office**
  - Less complicated system allows for easier training and better office cross-training
  - Reduced data-entry frees up weeks worth of work hours
  - System eliminates many chances for mistakes/miscommunications