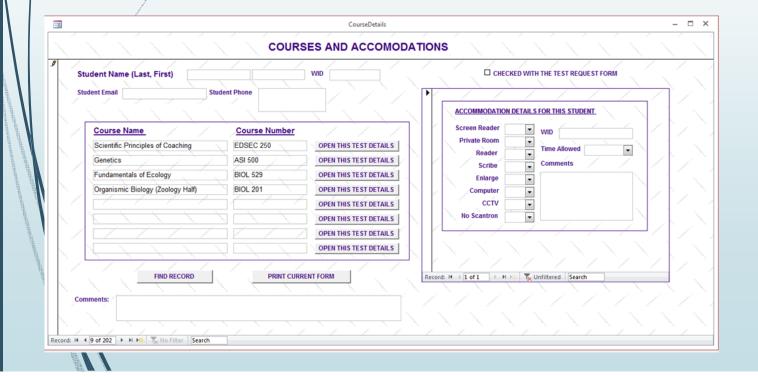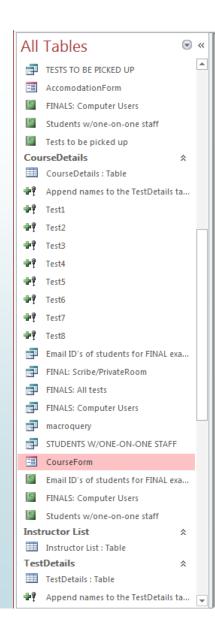# SAC Testing Center

The Problem - Access Database

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

INFORMATION FOR TESTS ADMINISTERED BY
STUDENT ACCESS CENTER

Student name_____ E-mail_____
WID_____ Phone _____

STUDENT COMPLETE THE FOLLOWING (PLEASE PRINT):

Name of course_____ Course No._____

Day of Week	Date of Test	Time of Test*	Instructor Approved Alternate Date*	Instructor Approved Alternate Time*	Online Test? (Y/N)

*Office is open Monday-Friday, 8 AM – 5 PM. If the student needs an alternate date/time, it must be taken within that time frame.

INSTRUCTOR COMPLETE THE FOLLOWING (PLEASE PRINT):

Instructor Name (Please Print): _____
E-mail:_____ Phone: _____
Time allowed for CLASS to take exam: ____50 minutes ____75 minutes _____other (give amt.)
Materials permitted: ____no ____yes -- If yes please specify:_____

Instructor will deliver the test in the following manner:
____ Instructor will e-mail test to tst@k-state.edu (Preferred)   ____ Student Access Center will pick up test from the
____ Instructor will drop off test at the Student Access   department
    Center

Completed Tests should be returned in the following manner:
____ To the main department office (e.g., BIOL to Ackert 116) ____ Instructor will pick up from Student Access Center

*Tests Request Forms submitted to the Student Access Center must be available at least 48 hours in advance.

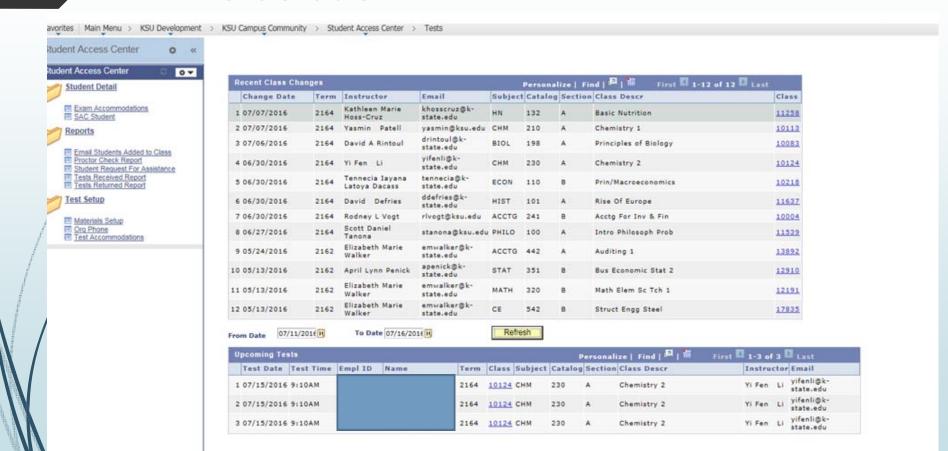Instructor Signature_____ Date _____

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
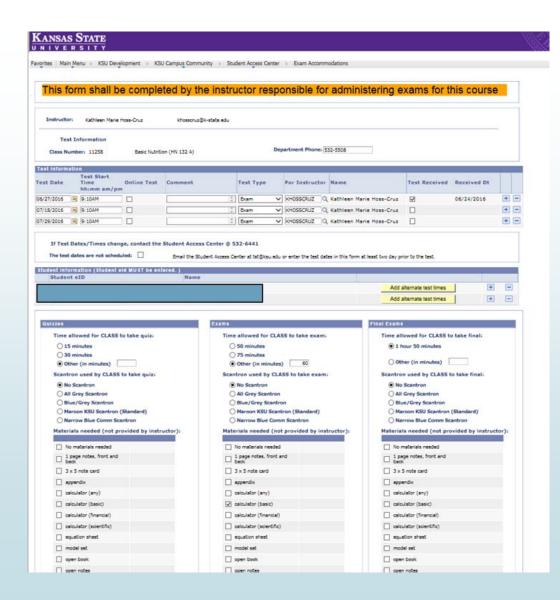
Main Concerns with the system

- 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
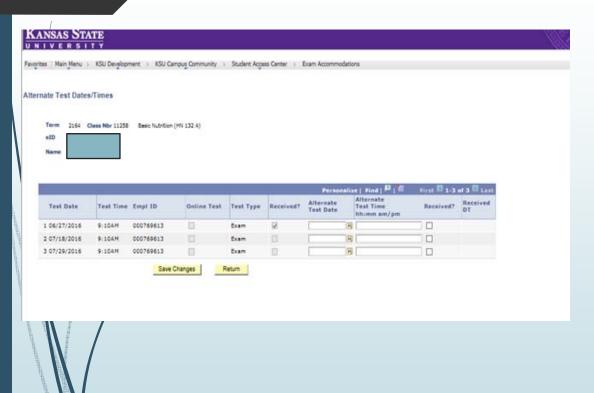
The Solution!

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
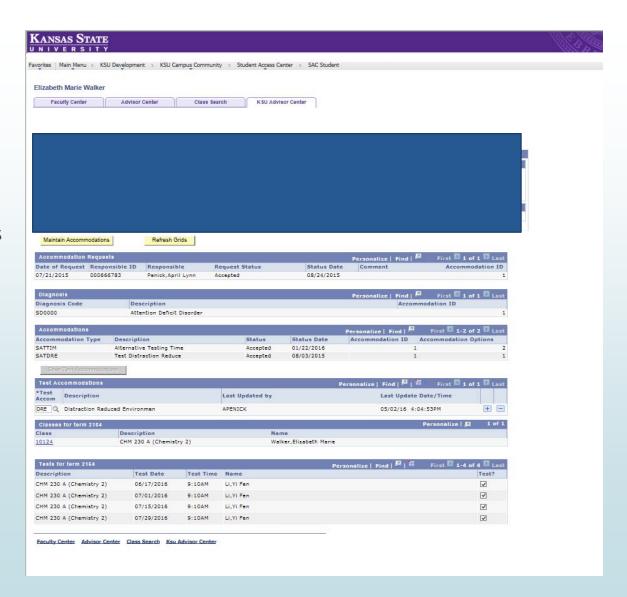
Benefits for our office

- 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
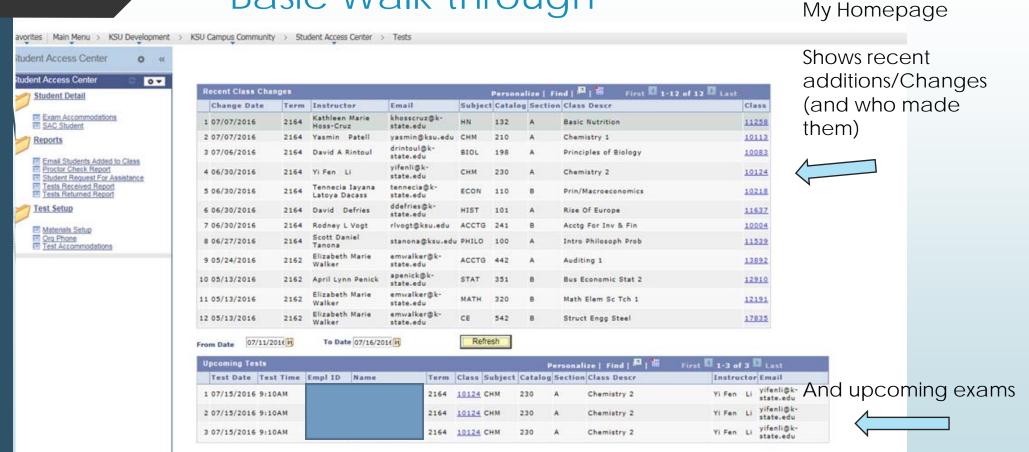
Benefits (cont.)

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

- Allows us to look up a students upcoming tests all at once – a common request

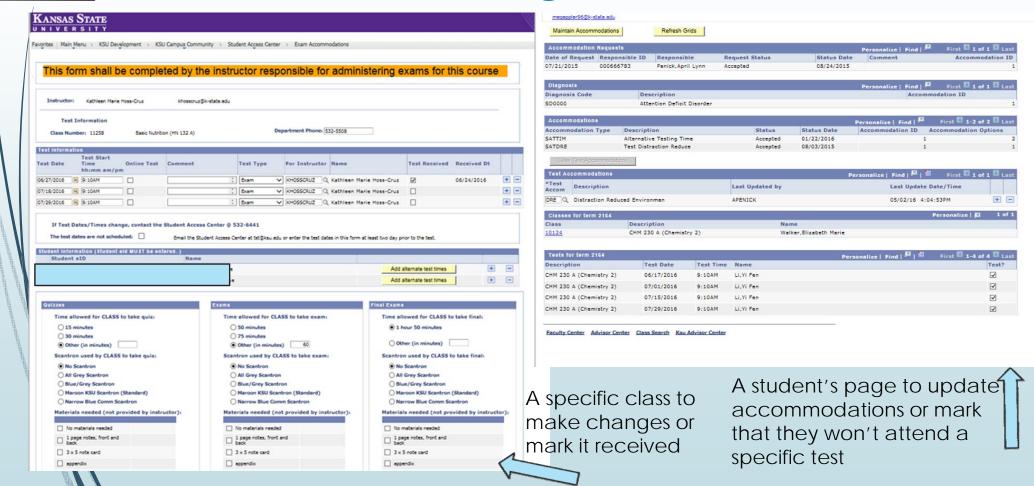- Can't accidently destroy entire database

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