

Course Examination eLearning/Hybrid Testing Policies and Procedures

Policies:

All faculty members may request course testing for their online and hybrid courses at the Bucks Testing Center.

Tests, in the context of this service, are scheduled course exams for an online or hybrid course. Dates to take the exam should be a range with a date for first day available and last date available.

Exams will be returned to instructors at the end of each semester, unless a later date is indicated on the Test Request Form instructions.

The eLearning testing schedule and the Make-Up testing schedule are the same. They can be viewed on-line at www.bucks.edu/testing.

Faculty members are encouraged to follow the procedures below.

Procedures

1. Be sure to complete **ALL** of the information on the Test Request Form.
2. The Request Form should be emailed to testing@bucks.edu. All test materials, with copies needed for all students, are to be brought to the Testing Center either in person by the instructor or support staff.
3. After each student completes the test, it will be placed in the completed test location in the Testing Center for pick up.

Remind all students that a **current government photo ID** is required to test, no exceptions.

The eLearning/Hybrid Testing Schedule is available on-line at www.bucks.edu/testing.

All Testing is handled on a walk-in basis. Appointments are not taken.

Students must be seated and testing no later than 1 hour prior to closing.

Testing Staff may be reached at 215-968-8466 or at testing@bucks.edu