

POLICY & PROCEDURES MEMORANDUM

TITLE:	ADMINISTRATION OF EDUCATIONAL AND PROFESSIONAL CONTRACT TESTS
EFFECTIVE DATE:	March 5, 2002* <i>(*Title Updates 6/8/12, 2/24/05)</i>
CANCELLATION:	DCI 1430.1A (11/10/87)
CATEGORY:	Student (SA)

POLICY STATEMENT

Delgado Community College has the legal rights and moral obligation to establish rules for the administration, coordination, and security of educational and professional contract tests administered at the College.

This memorandum outlines procedures and guidelines for administering educational and professional contract tests.

1. **Purpose**

To establish policy and procedures governing the administration of educational and professional contract, certification, and licensing exams at Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all personnel in administering, monitoring and proctoring educational contract, certification, qualifying, and licensing exams at Delgado Community College, as well as to non-Delgado employees who wish to work with Delgado personnel in administering contract tests.

3. **Guidelines**

- A. The Director of Advising and Testing will be responsible for overseeing the overall administration of educational contract, certification, and licensing exams at Delgado Community College. Standard procedures will be adhered to along with the explicit guidelines written in each test manual.
- B. Persons selected to administer the exams should meet the criteria as established by the testing agency. Where no guidelines are given, the Director of Advising and Testing will establish such guidelines to assure that only qualified personnel administer or proctor exams. Delgado Community College personnel will be given preference; non-Delgado employees will be considered to assist in testing when necessary.

4. **Background**

Delgado Community College has agreements with testing organizations to operate a test center and to conduct paper/pencil tests and computerized certification and licensing exams. The State of Louisiana has authorized Delgado Community College as a test site for the State Civil Service exams. The College is also designated as a college-wide American College Testing (ACT) WORKKEYS Assessment Service Center.

5. **Responsibility**

The Director of Advising and Testing is responsible for the authorization of personnel, test coordination, and function request approval for all educational contract and certification qualifying exams given at the College.

All testing for non-traditional college credit on all campuses and sites(i.e., Career Tech, CLEP, DANTES) is also under the auspices of the Director of Advising and Testing.

Senior testing personnel at each campus and site will act as campus/site coordinator for testing. He/she will advise the Director of Advising and Testing of his/her campus/site testing activities. Senior testing personnel are also responsible for coordination of ACT WORKKEYS assessment offerings at each campus/site.

6. **Accountability**

Test rosters and titles of tests given by test supervisors must be submitted to the Office of Advising and Testing for recordkeeping purposes. Reports regarding tests should be submitted immediately after each test session.

7. **Special Testing Accommodation**

Any special accommodations necessary for campus testing must receive authorization for accommodation through the College's Office of Disabilities Services. Special Testing accommodations will be provided when appropriate according to guidelines written in the test administrator's manual. Test administrator will follow appropriate test manual when applicable.

8. **Testing Fees**

Testing fees will be collected by the testing agencies whenever possible on each respective campus and site. All other testing fees will be collected at the Bursar's Office according to an established college-wide fee schedule.

9. **Cancellation**

This policy and procedures memorandum cancels DCI 1430.1A, *Administration of National Contract Tests at Delgado Community College*, dated November 10, 1987.

Review Process:

Testing Council 2/16/01
Student Affairs Council 2/26/02
Executive Council 3/5/02

Distribution:

Electronic Distribution Via Intranet and Email System