

University of Hawaii at Hilo Testing Center

Instructors

Looking for a secure place to have your online students test?

Looking for a reliable place for students who have missed a test that was supposed to take place in class?

Looking for a distraction free environment for your students with accommodations?

We are here to help!
Just follow these steps



1. Go to hilo.hawaii.edu/testingcenter to download appropriate form for type of test (or scan QR code)
2. Fill out form with all test information, make a password to keep your test secure! (don't tell students password)
3. Send form back
4. Inform students that they can now call or email to schedule:
hilotest@hawaii.edu / (808)932-7882

**Follow these steps in order to make process smooth for you,
testing center, and students!**

Types of Tests

- DE: Testing for classes that are delivered online (asynchronous or synchronous)
- Makeup: This type of test is usually used when a student misses a test in their in-person class
- Accommodations: Testing for students who are registered with the UH Disability Department. **Students are required to be registered with our disability service department, no exceptions**

Feel free to put more than one test on the form along with the entire class roster, even for make up exams

Safe and secure, even via Zoom!

Letting your students test via Zoom might seem risky, but we are here to assure you that it can be secure!

- We have 1 proctor per student per zoom meeting
- Student has two devices
 - 1 computer to share screen, and we can see front view of person
 - 1 other device set up on the side where we can see a side profile and their arms/hands on the keyboard
- We have them show us a 360 view of their room. We thoroughly inspect the table and area that they are working on. We ensure that it is cleared
- We thoroughly inspect any notes, scratch paper, or other items allowed (if applicable). We have them show back and front of all papers, no notebooks for scratch paper, single sheets only
- We are watching the entire time, we never leave them alone unsupervised

We are unable to test paper exams via Zoom. All exams must be on Lulima or another website

We require forms with exam info to be sent 2-5 business days before open date.
Appointments should also be scheduled 2-5 days advance.
The sooner the better! As long as we have the exam information,
you can schedule with us as early in the semester as you want.

Students

If you have missed a test or are going to miss a test, have your instructor contact us and we'll give you a quiet space to test! (teacher needs to contact us to set up your exam before we can schedule your appointment)