

Policy Number	117.003
Policy Title	OUT OF SEQUENCE TEST
Responsible Officers	Academic Success Center
Responsible Offices	Academic Success Center Director
Summary	Establish a fee structure applicable to tests that are not taken during a regularly scheduled class session.
Definitions	Out of sequence (OOS): Before or after the test taken in class. Tests: All formal assessments, including quizzes and exams.
Approving Body	Academic Council; Administrative Council
Approval Date	September 2002; September 2005; 117.000 – Aca C (06.05.2017); Admin C (06.12.2017) 117.001 – Aca C (07.13.2018); Admin C (08.17.2018) 117.002 – Aca C (11.08.2019); Admin C (11.15.2019) 117.003 – Aca C (09.11.2020); Admin C (09.18.2020)
Last Revision	June 2018; October 31, 2019
Re-evaluation Date	October 2023
Departmental Impact	Colleges, Academic Success Center

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

A fee structure shall be determined by the faculty for CIU students who take a test out of sequence.

Rationale

CIU recognizes that certain circumstances may cause a student to require a unique date for a test. Fees for out of sequence tests will be administered fairly and consistently.

Policy Procedures

1. Fees & Reasons for proctoring requests:

Fee	Details
a. \$15 for Late or No Show	All previously scheduled tests.
b. \$0 for Disability accommodations	Students with disabilities with testing accommodations are not charged a fee. Students who are in the process of requesting testing accommodations may be allowed one proctored test at no cost.
c. \$0 for Unforeseen events (e.g., death in the family, personal illness - with proper excuse)	Confirmation from doctor or CIU nurse is required in case of personal illness. <ul style="list-style-type: none"> If students are unable to provide medical documentation, they will be charged a \$15 fee.
d. \$0 for ESL students (nonnative English speakers)	ESL students may also request extended time for tests (typically 1.5x) during their first semester at CIU. ESL students may be eligible for a second semester of OOS proctoring by the ASC with deans' or advisors' approval.

Fee	Details
e. \$0 for Required absences (e.g., performing arts teams, intercollegiate athletics, mission trips)	
f. \$15 for Online tests (online courses)	
g. \$15 for Responsible absences (e.g., observations, family, weddings /graduations)	
h. \$50 for Other absences (e.g., oversleeping, leaving early for break, personal)	Exception: Students may request fee for short quizzes (15 minutes or less) to be reduced to \$25 .

2. Responsibilities:

- a. For students with testing accommodations: the student completes the online [Exam Proctoring Request Form](#) (1 per class) and submits it to the ASC.
- b. For all other students: the student confers with the professor to determine if the test may be taken out of sequence and by what date. With the professor's permission, the student completes the online [Exam Proctoring Request Form](#) (1 per test) and submits it to the ASC.
- c. The Academic Success Center: the ASC will schedule the tests as close as possible to the regular class time and inform the professor and student via email. 48 hours in advance, the professor will provide the ASC with the test, the amount of time allowed in class, and any special instructions (including Scantron preference if applicable). The ASC will proctor the test and collect fees.

Hyperlinks www.ciu.edu/policy