



**DENMARK**  
TECHNICAL COLLEGE

## INTERIM POLICY # 04 (2020) CORONAVIRUS (COVID-19) VIRTUAL TESTING

**Policy Title:** Coronavirus (COVID-19) Virtual Testing

**Policy Type:** Interim

**Policy Number:** INT Policy # 04 (2020)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:**

**Approval Date:** 4/20/2020

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

### **POLICY STATEMENT**

The intent of this interim policy is to establish guidelines for prospective students to complete testing virtually due to the ongoing Coronavirus (COVID-19) pandemic, and the suspension of in-person educational instruction.

No testing will be facilitated without the use of a virtual monitoring component and a lockdown browser. Kaplan examination will use Respondus Monitor's LockDown Browser. ACCUPLACER examination will use College Board's internal lockdown browser.

Students must consent to and be willing to abide by the following testing guidelines prior to the testing date:

- Register 24 - 48 hours prior to the testing date
- Ensure that the Respondus LockDown Browser application is downloaded to the electronic device
- Download the Zoom application for proctor observation
- Follow instructions as prompted by the Respondus Monitor set-up sequence
- Prepare to sit for the duration of the test (up to three (3) hours)
- Establish identity through the use of a school ID, driver's license, or passport
- Select an environment that is well lit, quiet, and clear of all items including papers, electronics (including smart watches) or any items that could be misconstrued to be test aids.
- Ensure the location has a strong internet connection

- Ensure no other person is present in the testing area
- Ensure professional environment, behavior, and dress during the testing session.
- Perform a 360-degree view of the testing environment including the desktop area
- Keep your face visible on the camera at all times
- Move through your test at a regular pace. Your test will be timed and you will not be able to go back to previous questions. If time expires you will be awarded the earned score.
- Do not use a cellular device
- Alert the proctor immediately if you have any problems during the test
- Abide by Denmark Technical College’s Code of Conduct

Failure to abide by the above criteria will render the test void. Virtual testing guidelines are the same as in-person guidelines. Students will only be allowed to test three (3) times within a semester.

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**DEFINITIONS**

*There are no definitions associated with this policy.*

**CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

**STAKEHOLDER(S)**

College community; Academic Champions, Enrollment Management, Dual Enrollment Coordinators

## **TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 04/20/2030
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy.*