

Coordinator/Proctor Testing Checklist

Start of School Year

1. Visit the “Testing at UICOMP” website for updated information on testing setup and support (<https://peoria.medicine.uic.edu/cis/testing/>). You can also access the website from the CIS webpage, click *Instructions and Resources*, then under *Resources*, click “Testing at UICOMP.”
2. Request your testing through your accredited testing provider (NBME/Benware/etc)
3. Determine the logistics of each Test:
 - the dates/times
 - type of test/name of test
 - max testers you expect for each exam (on campus and remotely)
 - if any special accommodations are needed
 - how each test will be proctored (on campus or remotely)
4. Email the Testing Schedule for the Fiscal Year to CIS (cis-rm-support@listserv.uic.edu) to reserve the room calendars as a placeholder. Be sure to include the possible logistics of each test (dates/times, type/name, testers, accommodations, proctor information) so we can determine the best suited rooms for the test.
5. CIS will reserve the Primary Testing Rooms (unless otherwise noted) as a placeholder with the details given above and invite the following resources:
 - UICOMP-Testing (master calendar of all tests)
 - CIS Techs (cis-rm-support@listserv.uic.edu)
 - Library Tech (if using Library Rooms)
 - Coordinator(s)
 - Proctor(s)
 - Facilities (for room cleaning schedule)

Prior to Testing Day

1. Submit a HelpDesk Ticket for “Assessment Setup” *at least* 1-2 weeks prior to testing day with the final details of the test.
 - HelpDesk System: <https://helpdesk.peoria.uic.edu>
 - Follow guidelines on the “How to Create an ‘Assessment Setup’ Ticket” document
2. If a test is canceled or changed, inform CIS in the ticket to update calendar reservations
3. If you want to schedule a walkthrough in your testing rooms, inform CIS in the ticket
4. Make sure you are added to the Webex Team Space to communicate with CIS for support during the test. CIS can help create a collaboration group if needed and offer training
 - M1-Test Day Only
 - M2-Test Day Only
 - M3-Test Day Only
 - M4-Test Day Only
 - GME-Test Day Only
 - Nursing-Test Day Only



COMMUNICATION&INFORMATION SERVICES

5. Ensure that all testers know the specifications/protocols for testing on or off campus.
 - Send any Test Day Guidelines/Protocols (ex: Remote Testing Instructions, Preparing for Test Guidelines, Protocols On-Campus, etc)
 - Bring icard for parking and entering the building
 - Ensure that all students/residents know their NetID and password. ***generic logins are not allowed on testing machines**
6. Submit a work order to UICOMP Physical Plant for testing signs, gate access, room accommodations, etc for testing day. You can submit a work order to Physical Plant by following the instructions on this webpage: <https://peoria.medicine.uic.edu/facilities/>
7. Plan to bring all testing documents with you the day of testing (Emails, Manuals, Contacts,etc.)

Testing Day

Before Testing:

1. If applicable, setup testing room (name place cards, whiteboard, paper, writing utensils, etc)
2. If materials are needed, contact the test coordinator to determine where supplies are managed
3. If testers need to use lockers, contact academic affairs

During Testing:

1. For support with UICOMP technology, IT Staff is available on testing days to troubleshoot technical problems that may arise. Please correspond in the correct communication platform on testing day. IT staff will go to appropriate room to support technology issues.
 - Library Learning Lab – Karen Luna, 671-8488
 - All other rooms at UICOMP – CIS, 671-3400 and/or the dedicated Teams Group
2. For support with the test, contact the Accredited Testing Provider
3. Create an incident report for any delay in testing.
 - Examination Incident Report located here: <https://forms.uofi.uic.edu/sec/6412271>. This link is also a desktop shortcut on the testing laptops and proctor computers. This link will also be available in the communication platform used for IT support on Test Day.

After Testing:

1. Ensure that all computers are logged off
2. If applicable, remove supplies (ex: name cards, materials, etc) and return to managed place
3. If use any supplies from the room, collect and store them back where you got them from
4. Notify CIS or Library Tech (Library Learning Lab) when the test is complete using the appropriate communication group. This allows:
 - CIS to terminate the lockdown software making computers available for general use again
 - CIS to pick up the testing laptops (if applicable) and clean the equipment
 - Facilities to clean the rooms

NOTE: If doing an AM/PM setup, please communicate via the Webex Teams Group: “Testing Cleaning Needs” when testers are done. This allows CIS to clean the technology and Facilities to clean the room in-between use.