

# CENTRA COLLEGE

## CATALOG & STUDENT HANDBOOK

### **Fall 2020 ADDENDUM:**

#### Virtual Testing

**Primary Location:**

Centra College  
905 Lakeside Drive, Suite A  
Lynchburg, VA 24501  
Phone: 434.200.3070  
Fax: 434.200.5239  
[www.centracollege.edu](http://www.centracollege.edu)

**Branch Location:**

Centra College (Nurse Aide Education Program)  
Bedford Memorial Hospital  
1613 Oakwood Street  
Bedford, VA 24523  
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

## **Microsoft Teams Virtual Test Proctoring Guidelines**

These guidelines have been created to ensure consistency in the student's virtual testing environment.

For virtual testing, the student will need to take test on their iPad while the Microsoft Teams video is running on their phone or other secondary device with video capabilities to allow the assigned faculty member to proctor the testing environment.

Students must be present for environmental check 15 minutes prior to test start. If environmental check is not complete prior to start of exam, student will receive a grade of zero (0) in the gradebook.

### Environment

- Student must scan with the Microsoft Teams video their environment for the assigned faculty member prior to the start of the test and at the completion of the test to ensure the Centra College Honor Code is being upheld by the student.
- While testing on the iPad, the student must set up phone or other secondary device with video capabilities to allow the instructor to visualize the student's workspace, which includes their iPad, scratch paper, and student.
- Student, iPad, and scratch paper must stay within the view of the instructor during testing.
- Student must ensure iPad and cell phone or other secondary device with video capabilities are fully charged prior to testing.
- Technical Difficulties including iPad, phone and/or other secondary device with video capabilities issues will be handled at the discretion of the faculty member.

### Scratch Paper

- Student can only utilize one piece of scratch paper for testing.
- Student must show both sides of the scratch paper to instructor during the environmental scan.
- Student cannot write questions and/or answers on the scratch paper.
- Student must show scratch paper to instructor immediately after submitting test on ExamSoft.
- The scratch paper can be saved and utilized for remediation, if needed.
- Upon instructor discretion, scratch paper may be asked to be shredded for instructor to see.