

Policy Number	117.004
Policy Title	OUT OF SEQUENCE TEST
Responsible Officers	Academic Success Center Director
Responsible Offices	Academic Success Center
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 exams and assessments, excluding quizzes.
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) 117.004 – Aca C (01.12.2024); Admin C (01.17.2024)
Last Revision	June 2018; October 31, 2019; January 2024
Re-evaluation Date	Fall 2027
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. \$30 for Late Scheduling, Late Arrival, or No Show	All previously scheduled tests, including tests that students schedule without giving the ASC at least 2 full business days' notice.
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., emergencies, personal illness - with proper documentation) (\$25 for personal illness without documentation)	Confirmation from doctor or CIU nurse is required in case of personal illness. If students are unable to provide medical documentation, they will be charged a \$25 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. ESL students who request proctoring for separate reasons, whether "responsible" or "personal" (see g. and h. below), will be charged the appropriate fees.
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Fee	Details
e. \$0 for Required Absences (e.g., performing arts teams, intercollegiate athletics, practicum observations, mission trips)	The ASC is responsible for double-checking extracurricular and athletic calendars or schedules to confirm the legitimacy of the absence.
f. \$25 for Online Tests (online courses)	Online tests for in-person courses (e.g., in-class Canvas tests) are not subject to this fee.
g. \$25 for Responsible Absences (e.g., weddings, graduations) (\$15 for quizzes 15 minutes or less)	Proof of the event may be requested by the ASC to confirm the legitimacy of the absence prior to the event itself (e.g., invitations, programs, relevant website links). Without proof when requested, the ASC may still proctor the test but the absence will be considered "personal" and the fee will increase to \$100 . Proctored quizzes of 15 minutes or less may be reduced to \$15 . This fee applies regardless of who does the proctoring (e.g., the ASC, faculty, administrators).
h. \$100 for Personal Absences (e.g., oversleeping, vacations or trips, leaving early for break) (\$50 for quizzes 15 minutes or less)	Students who have plans to fly or travel home long distances are responsible with their families for arranging their travel plans so that they do not conflict with the original dates/times of their tests. Proctored quizzes of 15 minutes or less may be reduced to \$50 . This fee applies regardless of who does the proctoring (e.g., the ASC, faculty, administrators).

2. Responsibilities:

- a. For students with approved testing accommodations due to a disability: the student completes the online [Exam Proctoring Request Form](#) (1 per class) within the required timeframe set by 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. The student provides the ASC with proof that they have permission from the professor to take the test out of sequence and completes the online [Exam Proctoring Request Form](#) (1 per test) at least 2 business days prior to the test or quiz. The student pays all associated fees prior to starting the test or quiz using the online [ASC Testing and Other Fees Form](#). All out of sequence tests and quizzes are subject to the fees established above, regardless of whether the ASC or other faculty/staff members conduct the proctoring.
- 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. 1-2 business days 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 ensure any associated fees are paid, except in cases in which fees are paid to the Registrar. The ASC may decline requests to proctor out of sequence quizzes and defer all quiz proctoring to faculty or administrators.

- d. Proctoring with the ASC is conducted in-person in the ASC testing center only. Virtual or remote proctoring services are not provided by the ASC.

Hyperlinks www.ciu.edu/policy