

Faculty Instructions
Submitting an Electronic Request for Testing (ERFT)

Begin Here: heartland.edu/testing → Heartland Course Testing → Faculty Use → Request for Testing

Course Details:

Some information will auto-fill.

1. Enter the COURSE
2. Select the COURSE TYPE
 - **Classroom (Traditional):** Reserved for exam make-ups ONLY. Full-roster classroom exams should be administered by the instructor in the classroom. ERFT's submitted for full-roster Course Exams will be automatically declined.
 - **Online (synchronous and asynchronous) Courses:** Instructors may send full or partial rosters. Instructors are required to submit complete or incomplete ERFT's to reserve preferred deadline dates for full-roster exams prior to the start of each semester. ERFT's submitted during the semester may be accepted but preferred deadlines are not guaranteed.
 - **Hybrid:** Instructors may send full or partial rosters. Instructors are required to submit complete or incomplete ERFT's to reserve preferred deadline dates for full-roster exams prior to the start of each semester. ERFT's submitted during the semester may be accepted but preferred deadlines are not guaranteed.

Exam Information:

1. Enter the EXAM TITLE [example: Exam 3]
2. Select the DATE FIRST AVAILABLE & DATE LAST AVAILABLE
 - We recommend giving students 3-5 days to complete exams.
 - At this time, Friday & Saturdays CANNOT be selected as a Deadline Date for full class rosters.
 - Please note that Lincoln & Pontiac Hours of Operation may differ. This should be considered when determining the length of time that an exam will be open as to provide those students adequate time to test.
3. Select whether the exam being administered has a TIME LIMIT & properly list the time in minutes (For example: 2-hour time limit would be entered as 120 minutes)
 - All exams, regardless of the instructor established time limit, will be collected or submitted at closing.

Resources Allowed:

1. Check any and all RESOURCES ALLOWED.
 - Please detail this in the box under SPECIAL INSTRUCTIONS. For example, if you select “Notes”, please detail what notes and whether you would like those notes collected and filed for pick-up with the exam materials. If not noted in the Special Instructions, we will allow the student to keep their notes.

Instructor Provides:

2. Check any and all INSTRUCTOR PROVIDED information/resources.
 - Should you select “Scantron, Blue Essay Book, Mini Essay book, etc. it is the instructor’s responsibility to provide that to the Testing Center for proper administration of the exam.

Special Instructions:

This space is reserved for any additional information that you would like for Testing, SAAS (see SAAS section), or Satellite staff to know for proper administration of the exam(s). Please keep these instructions clear and concise. Any instructions for the students specifically should be on the exam itself. For example, specifics on showing work, etc.

SAAS [Student Access & Accommodations]:

Please list under “Special Instructions” the students that have accommodations and their specific accommodation such as: additional time, separate testing area, use of a reader, ect. Students are required to renew all accommodations with SAAS each semester. Students with electronic medical devices that they intend to take into the testing room will also need to be documented with SAAS each semester. Please reach out to SAAS with any questions or concerns.

Attachment(s):

When submitting an exam attachment electronically, we require the following be included on each page of the document(s):

- a. Instructor’s First & Last Name
- b. Course Number | Exam Title
- c. Page Numbers

Word documents are preferred as they are most compatible with the text-to-speech software used in the SAAS office. If your exam has multiple parts and the student will take all parts in one visit, you can attach each part as separate files within the same ERFT submission. If your exam has multiple parts that students may take in separate visits, please submit a separate ERFT for each part.

Exam completion is recorded manually by Testing Center staff and monitored at check in. When submitting an incomplete ERFT for sake of reserving a preferred Deadline Date, instructors are not required to provide the exam attachments at that time. Exam attachments should be added via “Rework” at least 1-week prior to the opening date of the exam.

Passwords:

All online exams (through Canvas, MyLabsPlus, Cengage, Exemplify, etc.) **MUST** be password protected. If you are unsure of how to do this, please consult with your colleagues or Canvas resources. All passwords are entered by Testing Staff where students cannot see. Please keep passwords simple and to a character minimum as we cannot see the password on the screen when entering it for the student.

Examples of acceptable Passwords: Friends24!

Examples of unacceptable Passwords: BGJ#SKLA47593!

Students / Roster:

Add the student(s) who will complete the exam in the Testing Center. Only students added to each ERFT will be permitted to take the exam. Communication is sent to the instructor when a student attends an appointment and is unable to take an exam for any reason (exam expired, not listed on the roster, etc.).

According to the discipline process, faculty will be notified if a student on your roster is banned from using the Testing Center as a result of academic dishonesty and/or student conduct.

As students check-in to complete an exam, we mark the exam as “taken” which is available for you to view via your complete ERFT submission. We will not confirm the date or time of any students scheduled appointment as faculty can request that information from the student themselves.

Scratch Paper:

Please select whether you would like Scratch Paper or approved resources collected and returned to you. Testing Center staff will collect all scratch paper regardless of this response, but we will not keep any scratch paper that has not been indicated “Yes” on this form. If students are allowed any of their own resources on the exam (note card, periodic table, etc.) and you do not indicate whether you want those collected and returned to you, the students will be allowed to keep their resources.

Exam Return Options:

Please select whether you would like to Pick-Up collected exam materials or have them electronically returned to you.

- Electron Return is only an option for rosters of 10 students or less. While we strive to complete this ASAP, Electronic Returns can take 2-4 business days.

Submit Form:

Testing Center Staff will review your submission. You and the students on the roster will receive an email confirmation when the exam has been verified. Should we discover any issues with your exam, we will reach out.

Course Incompletes “I”:

If you have a student with a transcript incomplete from a previous semester course and the ERFT form does not allow for you to select the appropriate semester, please reach out to Testing for assistance. If the ERFT form allows for you to select the correct semester, you may complete and submit that as normal.

ERFT Edits:

You can make a variety of edits on ERFT submissions by selecting the ERFT be put in “REWORK” via the original exam Submission Confirmation Email. The following edits can be made via “REWORK” by the instructor:

- Adding / Removing Students from the roster
- Adding / Removing Attachments
- Adding / Removing any Special Instructions
- Adding / Removing any Resources allowed
- Adding / Removing any Instructor Provided resources

The following edits CANNOT be made via “REWORK” and will require the instructor to reach out to Testing Center Staff for assistance:

- Any changes to the FIRST and/or LAST DATE AVAILABLE

Should an instructor and student need to work out an alternate plan for testing with the Testing Center, it is the instructor’s responsibility to inform Testing Staff of these changes either via phone (309) 268-8077 or email testing@heartland.edu. This includes one-off deadline extensions, etc.

External / Remote Testing:

If a student is not able to travel to a Heartland campus for a proctored exam, it is up to the student to locate an alternative test site that is acceptable to the instructor. Any form of external or remote testing will need to be arranged by the instructor, the student, and the alternate testing site. See here for a list of [suggested locations](#). The student is responsible for any off-site testing fees as well as arranging accommodations (reader, separate area, scribe, etc.) if applicable. The instructor is responsible for working with that off-site testing location to send over exam materials and instructions. Should a student need to be proctored from home (via Zoom, etc.), the instructor is responsible for all aspects of remote testing should the instructor choose this option.

Updates to the ERFT:

The ERFT will routinely be updated for ease of use. If you have suggestions, please email Jessie Birckelbaw, Jodi Chambers, and Jennie Kearney.

NEED HELP? Contact Testing Center Staff:

Testing Center Reception

Phone: (309) 268-8077

Email: testing@heartland.edu

Jessie Birckelbaw – Testing Center Program Assistant

Phone: (309) 268-8827

Email: jessie.birckelbaw@heartland.edu

Jodi Chambers – Testing Center Coordinator

Phone: (309) 268-8045

Email: jodi.chambers@heartland.edu

Jennie Kearney – Testing Center Director

Phone: (309) 268-8401

Email: jennie.kearney@heartland.edu