

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 –

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 A	

(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