Online Testing Center
Faculty Assessment Information

The OTC is operated by the Campus Testing Center and has space for 26 concurrent students to take web-based exams. Students must arrange appointments for test taking in advance. Please inform your students to use this link: https://apps.umsl.edu/webapps/weboffice/OTC/user/login.cfm for scheduling their test taking appointments.

A link to the testing center webpage is available here.

Steps for setting up a test for use at the OTC:

Once the Canvas Quiz has been created, go to Edit mode in the quiz and ensure that you’ve included the following settings. Then make sure that your quiz is Published and available to your students: students will not be able to open the test until they are present in the OTC and the test proctor has enter the Passcode for the test. Other items to set:

1. Enter a passcode for the test in Canvas (students will NOT see this).
2. Enter the amount of time students have to take for the test in Canvas.*
3. Enter a start date/time and a stop date/time for the test in Canvas (availability)
   ○ Bear in mind that available OTC test time will depend on the hours that the OTC is open--these hours may vary from semester to semester.

*The OTC system uses a 60 minute default time limit, but if necessary you can set this to a longer time. Due to heavy use at the OTC, we ask instructors keep the time limit to a minimum (the proctors won’t kick students out). The time limit at the OTC is purely for reserving a computer. The time limit in Canvas doesn’t stop a student from completing an exam, but it does prohibit the final processing of a score. Setting the time limit in Canvas sets the reservation time at the OTC, too.

If you intend to use the OTC for exams, please complete the Faculty Contact & Exam Instructions information page: https://apps.umsl.edu/webapps/weboffice/OTC/instructor/login.cfm This will allow you to set up your emergency and/or best contact information as well as list of any instructions the proctor needs to know when proctoring your exam. The information submitted here is only available for the OTC staff to see and will not be shared with the students taking the exam. The proctors will attempt to contact you via the information provided in the event one of your students has technical issues while taking the exam.

To reset an exam for an individual student:

- Go to the exam in Canvas (you do not need to go to the Grades area)
- Click on the name of the exam and select “Moderate This Quiz” on the right
- Click the Edit icon on the far right, corresponding to the name of the student whose test needs to be reset
- You can add more attempts for that user

Steps for students scheduling your test in OTC:

Once you’ve done all this, students can logon to the appointment system https://apps.umsl.edu/webapps/weboffice/OTC/user/login.cfm.

IMPORTANT: The system will also read any "time limit" you place on an exam to ensure that the scheduled appointment time will be sufficient for the exam (we add 15 minutes to any time period you set to provide an "extra" cushion for busy times).

Other helpful student information

Location: There is one Online Testing Center on campus. This OTC's location is Room 94 J.C. Penney (JCP) Building Conference Center (Building 2 on the North Campus Map). Staff can be reached via email at assessctr@umsl.edu or by telephone at 516-4600 for 94 JCP or 516-6396 for 93 JCP.

Support: If students have difficulty using the Online Appointment Scheduling System, they can contact the testing center by email at assessctr@umsl.edu. They must be sure to provide the necessary information: user ID, name, class, class number, test number, date, and time. If scheduling an appointment by email, students should review the OTC schedule to insure they
request appointments during **open hours** (when students use the online system for making an appointment they will only be able to schedule an exam during open hours). Also, if scheduling an appointment by email, students should ensure they request a time that will allow sufficient time to complete the exams (the online system automatically schedules a time slot based on the time limit set for the exam by the instructor). Students will not be allowed to finish tests past the closing time of the OTC.

**Not allowed in center:** Textbooks, notes, supplemental materials, cell phones, smart watches, food and drinks are not allowed in the testing room. Students should leave these items at home or check them with the proctor prior to taking a test. Students should not bring children to the OTC. Children are not allowed in the testing room and cannot stay unattended at the center.

**Instructors may contact the OTC proctors to provide special instructions for exams, however the standard process is to create an exam in Canvas and assign password protection to the exam when it is made available.**

For more information on using the OTC, please contact the Campus Testing Center at 516-6396.