

**From:** Julie Adams <[adams@examsinstitute.org](mailto:adams@examsinstitute.org)>  
**Date:** March 13, 2020 at 6:30:20 PM EST  
**To:** Julie Adams <[adams@examsinstitute.org](mailto:adams@examsinstitute.org)>  
**Cc:** Kristen L Murphy <[kmurphy@uwm.edu](mailto:kmurphy@uwm.edu)>, "Jeff Raker ([jraker@usf.edu](mailto:jraker@usf.edu))" <[jraker@usf.edu](mailto:jraker@usf.edu)>  
**Subject:** **ACS Exams Online Delivery Options and Remote Testing Due to COVID-19**

We empathize with the faculty and staff who are affected by recent decisions by their institutions to move to alternate course delivery methods. This has been widely interpreted to be focused on online course delivery and would include course assessment. Therefore, this would then lead to the question of how to assess online.

As outlined in the security signed by you or someone in your department, all ACS Exams (active or inactive tests, either parts or whole) **must** be administered in a secured, proctored environment and **cannot** be administered via a course management or other exam delivery system site.

The extension of this is that all ACS Exams (active or inactive tests; either parts or whole) cannot be scanned, copied, transcribed or otherwise coded or written into any system designed to deliver courses (and course content including assessments) to students, which includes course management systems. Additionally, all ACS Exams (active or inactive tests; either parts or whole) must be administered in a secured, proctored environment. All ACS Exams (active or inactive tests; either parts or whole) cannot be administered to students in a remote capacity, which includes sending students tests, having students check out tests or providing a test to a non-approved proctor.

Any questions about security protocols for ACS Exams must be directed to ACS Exams Director, Kristen Murphy ([kmurphy@uwm.edu](mailto:kmurphy@uwm.edu)).

At ACS Exams, we do have the capacity and have been delivering exams online for more than seven years through our Metior system. There are specific requirements to gaining access for this use:

Requirement 1: Students must use institution machines on site of the institution.

Requirement 2: Exams must be given in a secured, proctored environment.

In the event, your institution has the ability to provide these testing requirements, please contact our Business Operations Manager, Julie Adams ([adams@examsinstitute.org](mailto:adams@examsinstitute.org)).

Finally, because we understand that many of you anticipate the need for a final exam delivered through a course management system, we have developed a testing option for general chemistry (first-term, second-term and full-year). This is **not** one of our secure tests but is built in a similar manner. If you are interested, please let us know, and we can provide more details.

Best Regards,  
Julie Adams  
Business Operations Manager  
ACS Exams Institute  
512 5<sup>th</sup> Street  
Berthoud, CO 80513  
800-854-1672

