

**Academic Success & Accessibility**

**GAC 61**

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**Testing Center Policies and Procedures**

**Testing Center Hours**

* Exams are administered during ASA office hours: 8:00 am – 4:30 pm, Monday – Friday.
* Extended office hours will be in effect during finals week: 8:00am - 6:00pm.
* The Testing Center is only open to those students who are approved for any of the following accommodations:
  + Extended time for tests and exams
  + Distraction-reduced testing environment
  + Screen readers
  + Scribes
  + Access to computers with word processors
  + Access to computers with assistive technology
  + Enlarged print

**Scheduling Exams**

* All exam requests must be submitted through Accommodate at least 3 business days (72 hours) before the exam date.
* Students are expected to schedule their exams with ASA on the same day and time the exam is scheduled for the class. If an extended time accommodation makes this impossible, the student may choose another appropriate day/time to take the exam. The student is expected to communicate this change with the instructor as soon as possible. Instructors may deny this request to suggest an alternative time.
* Students who have early morning or evening classes will have to make arrangements to have their exams taken during regular ASA Testing Center hours. The student must notify the instructor of the alternative testing date/time. If there is a conflict, please contact ASA.
* Students may be required to present a picture ID prior to being issued their exam.
* The Testing Center no longer allows make-up exams to be taken in the Testing Center.

**Testing Center Rules**

* Please be prompt for all testing appointments.
* Cell phones, smart watches, computers, tablets, etc. are not allowed inside the testing area. All electronic devices must be left in the ASA office. There are lock boxes available.
* All backpacks, purses, books, calculators (and covers), headphones, earbuds and other personal belongings must be left in the ASA office before exams are administered. Students are advised to leave any unnecessary items at home. If a student has an unauthorized item in their possession in the Testing Center, the item may be confiscated and their instructor may be notified.
* No books, notes, notebooks or other materials are allowed in the Testing Center unless approved by the instructor and listed in the proctoring instructions. Students caught with materials not specifically permitted by the instructor will have these materials confiscated. The incident will be reported to the instructor. It is recommended students confirm what materials are allowed during testing with their instructor and that the Testing Center has been notified.
* ASA adheres to the University’s Academic Honesty Policy. If a student is suspected of academic dishonesty while taking an exam in the Testing Center, the exam may be stopped immediately and ASA will contact the course instructor. If the exam is stopped, it may resume only with the instructor’s permission. All incidents of suspected academic dishonesty will be reported to the instructor and ASA Director.
* All Testing Center computers are monitored through proctoring software. All internet usage is closely monitored. Any improper use of computers during an exam will be reported to the instructor.
* Proctors may not assist students on any aspects of a test except to clarify test instructions.
* Students may not leave the room for any reason without the permission of the Testing Center staff. It is advised that students address all personal needs prior to the start of their exam.