**Student Accessibility Services**

 GAC 61

 Phone: 389-2875

 Email: SASoffice@naz.edu

**Testing Center Policies and Procedures\***

**Testing Center Hours**

* Exams are administered during SAS office hours, 8:30 am – 4:30 pm, Monday – Friday. Extended office hours may be in effect during finals week.
* Testing Center capacity may be limited due to social distancing considerations.

**Scheduling Exams**

* An alternative exam request MUST be submitted via [Accommodate](https://naz-accommodate.symplicity.com/) **at least 3 business days** before the exam date to be scheduled in the testing center.
* Students are expected to schedule their exams with SAS on the same day and time the exam is scheduled for the class. If an extended time accommodation makes this impossible, the instructor will choose another appropriate day/time for the student to take the exam. Due to reduced Testing Center capacity, it may not be possible to schedule an exam at the initially requested time.
* Students who have early morning or evening classes will have to make arrangements to have their exams taken during regular SAS Testing Center hours and make alternate arrangements with their instructor/department. If there is a conflict, please contact SAS.
* Only students who are registered with SAS and are authorized by their instructors to take their exams at SAS will be allowed in the Testing Center. Students may be required to present a picture ID prior to being issued their exam.
* If a student misses their exam date due to illness or any other circumstance, the exam can only be rescheduled with written or verbal authorization from the instructor. *If a student is feeling ill, or presenting any symptoms of COVID-19, they are asked to remain home and contact* [*Health & Counseling*](https://www2.naz.edu/health-and-counseling/)*.*

**Testing Center Rules**

* Please be prompt for all testing appointments. To minimize social contact with others, students are asked to arrive no more than five minutes prior to their exams.
* NO CELL PHONES—no cell phones are allowed inside the testing area. All phones must be left in the SAS office or with the exam proctor.
* All backpacks, purses, books, calculator covers, cell phones, MP3 players, headphones, earbuds, electronic devices and other personal belongings must be left in the front of SAS office before exams will be administered. Students are advised to leave any unnecessary items at home if at all possible. If a student has an unauthorized item in their possession in a testing room, the item may be confiscated and their instructor may be notified.
* No books, notes, notebooks or other materials are allowed during testing unless listed on the proctoring guidelines given to the SAS office by the instructor. Students caught with materials not specifically permitted by the instructor will have these materials confiscated and the incident will be reported to the instructor. It is recommended students confirm with their instructors what materials are allowed during testing and that the Testing Center has been notified.
* SAS adheres to the College’s Academic Honesty Policy. If a student is suspected of academic dishonesty while taking an exam at SAS, the exam may be stopped immediately, and SAS 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 SAS Director.
* All SAS computers are monitored through a surveillance system. 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 Testing Center staff. It is advised that students address all personal needs prior to the start of their exams.