

- Students registered through SAS who are approved for exam/quiz accommodations utilize this process with the Testing Center

- Make up exams undergo the same process, minus facilitation of accommodations. Make up exams are requested through a separate form, rather than Accommodate

- Exam/quizzes administered per semester: 2,000

## TESTING CENTER EXAM PROCESS

1

### STUDENT PLACES EXAM/QUIZ REQUEST IN ACCOMMODATE

Students approved for exam/quiz accommodations place requests in the accommodation system (Accommodate), notifying the Testing Center of the request. These requests must be placed in the system 72 business hours before the exam/quiz date to ensure time to obtain the exam from the instructor and put specific accommodations in place. For students, the request shows "pending" at this stage.

2

### TESTING CENTER RECEIVES STUDENT REQUEST

- Center staff uses information on the exam request to schedule the exam and ensure everything is in place when the student arrives.
- Center staff fill out an exam/quiz receipt with exam/quiz request details
- Receipt is filed (by exam/quiz date) away into a locked cabinet

3

### TESTING CENTER SCHEDULES REQUEST

- Center staff schedule the exam/quiz request internally via Outlook
- Center staff approve the student's exam/quiz request in Accommodate
- An exam/quiz request is sent via email to the instructor, which includes all exam/quiz details
- The exam/quiz request asks instructors for:
  - The length of the exam/quiz
  - If any additional materials are allowed,
  - The exam/quiz delivery options, and
  - Verification of the time and date the student has requested
- Center staff update the student's request in Accommodate to "Approved"

4

### TESTING CENTER RECEIVES EXAM/QUIZ FROM INSTRUCTOR

- Center staff receive exams and quizzes via email and instructor drop-off. When an exam or quiz is received, Center staff:
  - Print the exam/quiz, if needed
  - Locate the exam/quiz request receipt that has been completed and filed
  - Double-check exam/quiz details based on what has been provided by instructor and student
  - Paper clip the exam/quiz to the exam/quiz receipt, filing it in the proper exam/quiz date
  - Mark exam/quiz as received on the Testing Center exam/quiz schedule

5

### EXAM/QUIZ ADMINISTRATION AND EXAM/QUIZ DELIVERY

- Exam/Quiz Administration
  - Student arrives and checks in via their Spartan ID and locks away all prohibited exam/quiz materials, including personal electronics and belongings
  - Student takes the exam/quiz with their approved exam/quiz accommodations, while being proctored
- Delivery
  - Exams and quizzes are delivered via the method indicated by the instructor (pick up, digital, or physical delivery) on the SAS exam/quiz request
  - If physical delivery is requested, instructors can expect their exam/quiz back in their mailbox no more than 1 business day later
  - When an exam/quiz is delivered, the top sheet of the exam/quiz receipt is retained and filed at the Testing Center for record keeping