Exam Administration Procedures – Fall 2021

Student Accessibility Services (SAS) and Satellite Testing Center (STC)

SAS will proctor exams for students with the accommodation of specialized software and/or equipment.

For all other exam accommodations (extra test time, distraction-reduced environment) that can’t first be met in the classroom or academic department, arrangements can be made in the Satellite Testing Center.

**ALL EXAMS MUST BE SCHEDULED IN SAS AND STC 7 DAYS IN ADVANCE**

**\*** ***SAS is not responsible for proctoring tests with insufficient notice. In these cases the student will be responsible for taking his/her test with the class.***

# FACULTY RESPONSIBILITIES

Faculty member should:

* First attempt to provide the student’s testing accommodations in the classroom and/or academic department. If reasonably unable to carry out the accommodations refer student to SAS or STC.

• Complete the Exam Administration Form for each test to be administered.

* Provide written consent if permission is granted to a student requesting to change the time or day of their exam from the regularly scheduled class time. (Permission should ONLY be reasonable efforts cannot be made otherwise). **PLEASE NOTE: Limited Test Times are Available** **for STC**

• Email the test along with the Exam Administration Form: to testproctor@jcu.edu for STC or

[sas@jcu.edu](mailto:sas@jcu.edu) for students using specialized equipment and/or software at SAS

• Provide any additional testing materials with exam (including: charts, blue books, scantrons, etc).

* Check email for the completed exam which will be scanned/emailed

**STUDENT RESONSIBILITIES**

Student should:

• E-mail sas@jcu.edu to schedule if they use specialized software and/or equipment. Include

the date and time the test is to be given as well as the course number and instructor.

• Schedule same time as the class (unless written permission is provided).

* SAS Test times: Monday-Friday 8:30am-5pm
* STC Test times are limited: Monday and Wednesday 11:30am-1:30pm, Friday 11:00am-2:00pm

• Arrive 5 minutes prior to scheduled time

• Use the restroom BEFORE beginning the exam.

• If LATE and the test proctor allows the student to take the exam due to tardiness, you WILL NOT

receive extended time beyond the scheduled end time (e.g. a test scheduled to end at 2:00 p.m. will end at that time regardless of the start time).

• Bring testing supplies. Other items will be placed away from testing location (in a locker or with the proctor)

\*Cell phones are NOT permitted in the testing room and must be kept with your belongings.

• If found with a cell phone (unless used as a medical monitoring device), notes or other

unauthorized devices or material will require the test proctor to notify the instructor of these items.

• Remain quiet during exams; do not discuss the content of exams with other students.

NOTICE: Students taking exams in the testing room will be monitored by the proctor or video monitoring

I have read and understand the procedure for test administration through SAS. I agree to follow these procedures and realize that if I do not, I waive my right to take exams with SAS.

Student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

(print)

Faculty name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_

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