**Student Accessibility Services**

 GAC 61

 Phone: 389-2875

 Email: Swdoffic@naz.edu

**Testing Center Info for Faculty**

**Testing Center Hours**

* Exams are administered during SAS office hours, 8:30 am – 4:30 pm, Monday-Friday. Office hours are extended during finals week.
* If a student finishes their exam after 4:00pm, the completed exam will be delivered to the instructor the following business day.

**Scheduling Exams**

* It is the student’s responsibility to schedule their exam with either the online or paper form.
* An online or paper exam scheduling form MUST be completed and turned in to the SAS office at least 3 days before the exam date IF a student plans on using the testing center location.
* Instructors may offer a space within the department for students to take their exams if it is distraction-reduced and offers access to the same accommodations that the student is granted.
* 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.
* Students who take evening classes will have to make arrangements to have their exams taken during regular SAS testing center hours or within the department. If there is a conflict, please contact the Director of SAS.
* If a student misses their exam date due to illness, it is the student’s responsibility to contact the instructor for rescheduling.
* 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 rooms. Students may be required to present a picture ID prior to being issued their exam.

**Testing Center Rules**

* 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, electronic devices and other personal belongings must be left in the SAS office before exams will be administered. 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 allowed during testing unless listed on the “Test Instructions” 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.
* 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 instructor of the course. 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 student’s instructor and the SAS Director.
* All SAS computers are monitored through a surveillance system. All internet usage is monitored.
* Proctors may not assist students on any aspects of a test except to clarify test instructions.
* Students must ask for permission prior to leaving the testing area during an exam.

**Remember**

* Don’t forget to get the exam to SAS. SAS will send out reminder emails.
* If extra time, additional directions/clarification or changes to questions are given in class, please communicate this to the testing center.
* List a way to be contacted during the time that the student is taking their exam in the testing center in case the student has questions.
* It is the College’s obligation to uphold student accommodations.