

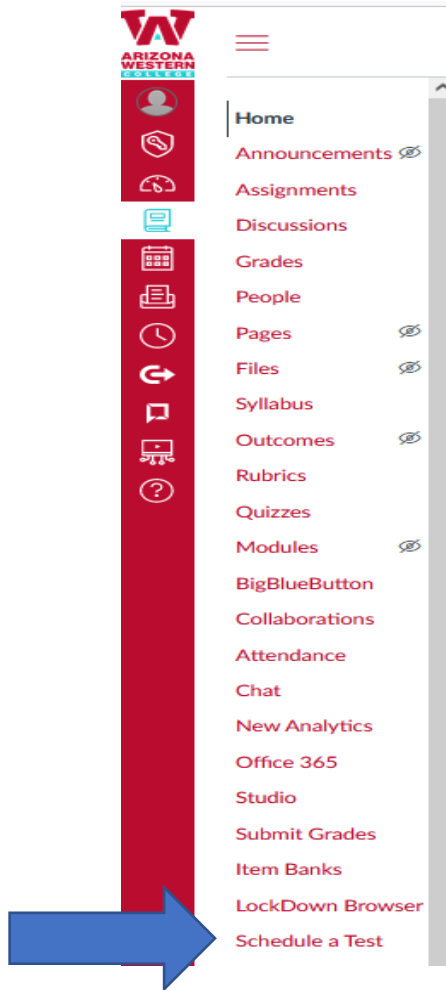


# Testing Services

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## Professor Steps

1. Log into Canvas and click on **Schedule a Test**.



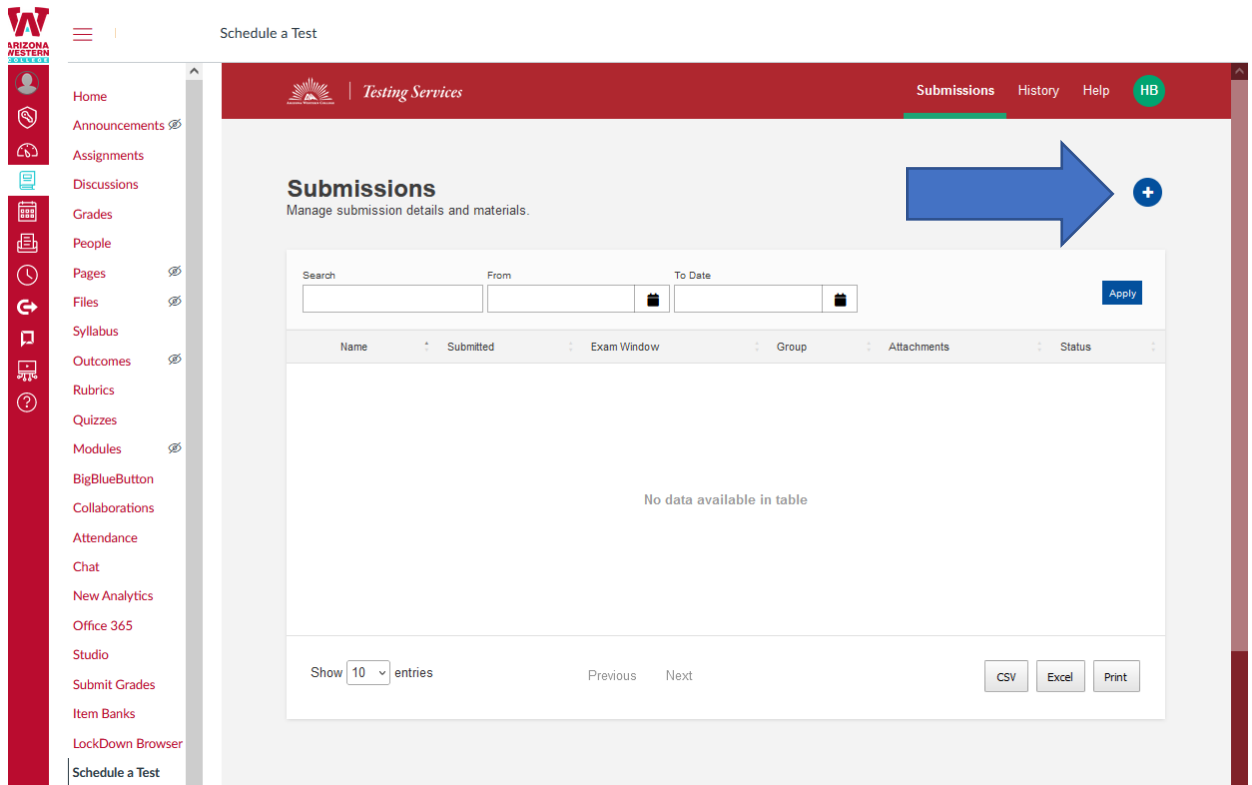
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# Testing Services

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## 2. Click + Icon.



The screenshot shows the 'Submissions' page in the Testing Services interface. On the left is a navigation sidebar with various icons and labels. The main content area has a red header with 'Submissions', 'History', and 'Help' tabs, and a user profile icon 'HB'. Below the header, the title 'Submissions' is followed by the subtitle 'Manage submission details and materials.' A blue arrow points to a plus icon in the top right corner of the main content area. Below this is a search and filter section with 'Search', 'From', and 'To Date' fields, and an 'Apply' button. A table with columns 'Name', 'Submitted', 'Exam Window', 'Group', 'Attachments', and 'Status' is shown, but it is empty with the message 'No data available in table'. At the bottom, there is a 'Show 10 entries' dropdown, 'Previous' and 'Next' navigation buttons, and 'CSV', 'Excel', and 'Print' buttons.

## 3. Complete the **Submission Builder** form.

## 4. Name the exam using the following format: Subject, Course#, Section#, Professors Initial of First Name, Professors Full Last Name and Exam Name.

- Examples:
  - **BIO-181-701, J. Doe, Exam #1**
  - **MAT-151-702, J. Doe, Mid-Term**
  - **MUS-120-703, J. Doe, Final Exam**
- **Do not put the students name** in the Submission Name field.
- You must create one exam submission for each exam within your course.
- Do not create one exam submission for all exams in our course.
- Do not delete your submissions. If you have questions please remit an email to [testing@azwestern.edu](mailto:testing@azwestern.edu)



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5.

a. Type in **Submission Name**.

Submission Name ?



b. Select the exam group/s for this test

Select the exam group/s for this test ?



c. Add Start Date and End Date

Start Date ?

End Date ?

d. Add Allotted Minutes

> Time Restriction

Allotted Minutes ?

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e. **File Management.** This is where you will attach digital files to the submission.

**File Management**

Attach digital files to the submission. ⓘ



Drag & Drop your files or [Browse](#)

Next

f. **Additional Information.** Answer any additional questions.

i. **Professor Contact Information (required)** Include your cell# in the below field.

Professor Contact Information (required)



ii. **Course Number (required)** An example is FAK-101-001.

Course Number (required)



iii. **Type of Test (required).** Select from **On Computer**, **Paper/Pencil** or **Other**.

Type of Test (required)





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iv. **Type of Course (required).** Select from **In-person, Zoom, Zoom/In-Person Online or Hybrid.**

Type of Course (required)

▼



v. **Other testing locations besides Yuma Campus?**




Other testing location besides Yuma Campus?

- San Luis
- Somerton
- Parker
- MCAS

If other, please list here

If other, please list here

vi. **Select Options allowed for testing (required).** If allowing notes to be used please specify the size or type in the option “If Other, please list”.



Options allowed for testing (required)

- Books
- Breaks allowed
- Calculator
- Notes
- None
- Other

If Other, please list

If Other, please list



## Testing Services

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- vii. **Please add students here.** Provide in the field below the first and last name of the student. If you have more than one student include a comma between the student's full name. An example is Jane Doe, Jon Doe.

Please add students here



6. **How do you want your exams returned (required)** Choose an option; Online, nothing to pick up, I will pick up exams or Scan and email.

How do you want your exams returned (required)



Next




## Testing Services

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7. **Exam Instructions.** The below field is where you will input information about multiple students needing to take the same exam. Type the name of the student, specific time requirements and private room for those students who have accommodations. The professor will also need to **add the password** for online exams, **NO EXCEPTIONS. Passwords are not shared with student.** The password provided is **only** viewed and used by approved testing services center staff. Additional information or special instructions can be included in this field.

### Exam Instructions

Instructions 



8. Click **Submit** button or **Submit and Print**.

