



Faculty Information

Testing Services is available for the proctoring of AWC online course exams and classroom make-up exams. We are committed to providing excellent proctoring services to students by proctoring their exams accurately and securely. The information below provides guidelines on the steps to follow in the event that our services are needed in your classroom.

Make-up & Online Exams

The make-up testing program is designed for instructors who require proctoring services for students who are absent from the classroom during test days. Our testing services are also available for faculty teaching online courses that require to have midterms and finals exams be taken in a proctored environment.

Procedure for Submitting a Test Request Form

Below are instructions to follow to guarantee that this procedure operates smoothly and as you have designated on the form.

1. Complete and submit the *Test Request Form*. Our processing time is two working days prior to the date the exam will be taken.
 2. Attach a copy of the test for each student if the test will be given as a paper/pencil test.
 3. Attach any other material needed for testing such as reference sheets or scantrons.
 4. Choose testing dates carefully. Testing Services will strictly adhere to your timeframe. All tests need to have a deadline date and time. If time is not provided, it will be assumed that the end of the working day will be the deadline.
 5. Inform your students that a **current valid photo-ID is required**. Let them know the testing guidelines that you have requested such as the dates allowed for testing, the time allowed, and materials allowed during testing.
 6. Pick up your exam(s) from the Testing Center after the deadline. If you have listed a designee who will pick up the exam, make sure that they bring a valid photo ID.
 7. Due to limited resources and for security reasons, our office does not:
 - a. Mail or email completed exams to instructors.
 - b. Allow students to bring or take back their exam to the instructor.
 - c. Collect materials such as homework or extra credit from students for faculty pick up.
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Special Accommodations

Students who are registered with AccessABILITY Services and require ADA accommodations need to have this information noted on the *Test Request Form*. Private rooms need to be scheduled ahead of time to ensure their availability. For more information on the process contact AccessABILITY Services by email accessability@azwestern.edu, or by phone at 928-344-7624.



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Academic Dishonesty/Misconduct

Students who do not comply with the Testing Center Policies that are in agreement with the *Arizona Western Colleges Student Code of Conduct* will be reported to the instructor. Their exam may be stopped or they may be asked to leave the Testing Services area. In the case of academic dishonesty or misconduct, the Testing Services staff will communicate with the instructor by email with details of what events took place with a copy sent to the Department Chair.

Testing Locations

Tests can be proctored at all AWC Locations however faculty must submit the *Test Request Form* to the Yuma Campus. The Yuma Campus distributes the tests to the other locations as needed.

AWC Locations:

Yuma Campus, San Luis, Somerton, Parker, Quartzite, Wellton and MCAS.

Contact Information

Please contact us if you have any questions. We are available at the address below:

Arizona Western College,
Testing Services, Yuma Campus
Building 3C
Phone: 928-344-7641
Email: testing@azwestern.edu
Website: www.azwestern.edu/testing
