



## Faculty Information Sheet

Thank you for choosing Testing Services to administer your online and make-up examinations. We are committed to providing excellent proctoring services to your students in a testing environment where exams are administered accurately and securely according to your guidelines and/or specifications.

### Testing Rooms:

Testing Services has 24 computer work stations, 11 table/chair work stations, and 2 private rooms. The private rooms are available by appointment only. Due to high volume of students at any one time, students may be placed on a waitlist until a work station becomes available. Due to limited space, we can only proctor individual make-up exams for face-to-face classes.

### AccessABILITY Services:

Students who are registered with AccessABILITY Services and require ADA accommodations will need to have noted on the *Test Request Form* if additional time or a special accommodation is needed. *Please note, private rooms when available need to be scheduled by the student at least 2 days in advance.*

### Online/Make-Up Exams:

A *Test Request Form* must be filled out by an instructor who would like to have his or her exams administered in Testing Services. On this form, the instructor provides specific guidelines of how the exam is to be administered to the student. If you will be requiring all students in your course to take this exam in Testing Services, you will need to attach a current class roster. **Any student who requests to take an exam who is not listed on the roster will not be allowed to test.** *The Testing Center staff takes the instructor's written instructions literally. Any allowance of testing aids must be spelled out. Any notes of permission, syllabi, or emails brought in by the student will not be considered.* If the exam requires a paper scantron, a paper scantron must be provided at the time you drop off the exam. Exams will not be accepted without a completed *Test Request Form*. If information is missing from the *Test Request Form*, the administration of exams to students may be delayed. Please allow 24 hours for processing your exam requests. You can drop off the *Test Request Form* along with the exam in person or by email to [testing@azwestern.edu](mailto:testing@azwestern.edu).

*Please note, we do not collect homework from students.*

### Test Return Procedure:

An instructor or designee may pick up exams during Testing Services business hours. Please bring a valid photo ID when picking up materials. Instructors are asked to pick up unused tests and materials as soon as the testing deadline has passed. We do not deliver exams nor do we send any exams through email, campus mail, or through U.S. postal mail. *Under no circumstance, will a student be allowed to bring back an exam to the instructor.*

*Please note, during the last two weeks of the semester, ALL exams must be picked up by the instructor or designee. All materials not picked up by the first Thursday after Finals Week will be discarded.*

### Student Requirements:

On test day, the student will need to know the instructor's name (Professor Jack Doe), the course information (ENG-101-700) and have a valid and current picture ID. **A student will not be allowed to test if they do not have an approved ID.**

### Academic Dishonesty/Misconduct:

Student(s) who do not comply with policies in the *Arizona Western Colleges Student Code of Conduct* and/or with *Testing Services Policies*, the student could be subjected to having their exam stopped and/or be asked to leave the Testing Services area. In the case of academic dishonesty or misconduct, the Testing Services staff will communicate with you by email with details of what occurred. It is up to the instructor to determine if any discipline should be taken.