



# Testing Services

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## Guidelines and Best Practices

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The AWC testing center administers paper and computer-based assessments for **accommodations** and **make-up exams**, in a proctored environment. In courses where exams are offered remotely through Respondus or other online methods, the make-up exam should be offered in the same method by the professor whenever possible. An example is an online course should have online exams and online make-up exams given by the professor not the testing center.

If you are not certain what services we offer you can contact the Testing Center at [testing@azwestern.edu](mailto:testing@azwestern.edu) or by calling 928-344-7641.

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### How are tests administered?

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- Make-up tests must be submitted by the professor at least **3 business days** prior to the start date of the exam.
- Accommodation and make-up tests can be administered as computer-based assessments or paper-based exams.
- Paper exams can be submitted electronically through the Submission Builder (*preferred method*) or dropped off to the Yuma Campus Testing Center.
- Exams using bubble sheets will need to be dropped off to the Yuma Campus Testing Center.
- The type of exam and its administration are determined by the professor.
- The professor must submit a Submission Builder by logging into their Canvas account.
- The Submission Builder will need to be approved by Testing Services Center staff. In the event the Submission Builder is **not approved**, an email will be sent to the professor with specific instructions needed to allow for approval. The professor will need to provide the updated information to the Submission Builder request. *Please note, student can't schedule themselves until the Submission Builder is approved.*
- For step-by step instructions open the [Professor Steps](#) document.
- AWC students must schedule their exam at least **24 hours** in advance by completing the online [Exam Registration](#) form.



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## Testing Accommodations

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- Eligible students needing testing accommodations must discuss options with the professor when the student presents their accommodation letter.
  - Professors should submit the Submission Builder at the beginning of the semester (*preferred method*). If this is not possible, accommodation tests must be submitted in the Submission Builder by the professor at least **8 business days** prior to the start date of the exam.
  - AWC students who need a private testing room accommodation or other accommodations must contact and reserve the private room at least **72 business hours** in advance by sending an email to [testing@azwestern.edu](mailto:testing@azwestern.edu), by phone at 928-344-7641 and by submitting their [Exam Registration](#) form.
  - Professors who have multiple students requiring special accommodations for the same exam, on the same day, at the same time may not be honored due to limited space.
  - The Yuma Campus Testing Center has **only 3 private rooms**. The private rooms are available on a **first come, first serve basis**.
  - Professors are encouraged to inform students about reserving the private room space by contacting the Testing Services office.
  - The professor needs to place in the Submission Builder located in the field marked “**Exam Instructions**” the name of the student, specific time requirements and private room for the accommodated student(s).
  - Password requirements for online exams must be included at the same time the Submission Builder is completed by the professor, **NO EXCEPTIONS**. In the event the Submission Builder is **not approved**, an email will be sent to the professor with specific instructions needed to allow for approval. The professor will need to provide the updated information to the Submission Builder request. *Please note, student can't schedule themselves until the Submission Builder is approved.*
  - If the professor or student needs help they can contact the Testing Center at [testing@azwestern.edu](mailto:testing@azwestern.edu) or by calling 928-344-7641.
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## Canvas Exams

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- In courses where exams are offered remotely through Canvas, the make-up exam should be offered in the same method by the professor whenever possible. An example of this is a hybrid course should have the exam given by the professor in the same modality it was



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offered. If there is an issue which arises the professor can use the testing center for the make-up exam.

- Exams delivered through Canvas are password protected and timed. The professor will submit the **password** for the exam through the exam portal in the Submission Builder.
  - Student must know their Canvas username and password to log into the exam.
  - Professors will need to remove the Respondus mode for students taking Canvas exams in the Testing Center.
  - To ensure quick processing, include specific directions such as duration of test, permitted material such as calculator or notes, etc. on the professor Submission Builder form.
  - For more information on tests in Canvas, visit [Canvas@AWC](mailto:Canvas@AWC).
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### What is the capacity of the Yuma Campus Testing Center?

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- The Yuma Campus Testing Center has 26 testing computer work stations, 8 desk/chair (paper exams) and two private rooms.
    - Two individual private rooms are available for and are reserved for students with appropriate accommodations. The private rooms are available on a first come, first serve basis.
  - Professors may contact the Testing Center staff at any time with questions regarding the use of the Testing Center space at [testing@azwestern.edu](mailto:testing@azwestern.edu) or by calling 928-344-7641.
    - *Please note professor exams are offered at the San Luis, Somerton, Quartzite, and Parker sites.*
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### What are the Yuma Campus Testing Center hours?

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#### Hours of Operation

Days	Hours
Monday	8:00 a.m.* – 6:00 p.m.**
Tuesday	8:00 a.m.* – 6:00 p.m.**
Wednesday	8:00 a.m.* – 6:00 p.m.**
Thursday	8:00 a.m.* – 6:00 p.m.**
Friday	9:00 a.m. – 3:00 p.m. (Open Remotely-Phone Service Only)***
Saturday	Closed
Sunday	Closed

\*Testing appointment start at 8:30 am

\*\*Exams must be completed by 5:45 pm

\*\*\* On Friday, January 10, 2025 face to face services are being offered



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### What are the rules and regulations in the Testing Center?

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- All exams are administered by appointment. Encourage your student to [Schedule A Test](#) to ensure their seat.
  - Students must know the Course Name, Section #, Exam Name and Professor Name.
  - Students must know their username and passwords necessary for any online exam.
  - AWC students must provide a valid student ID or government issued photo ID in order to take a test. This must be the actual ID – photocopies or electronic versions of the ID will not be accepted.
  - The following items are prohibited in the Testing Center: hoodies, cell phones, cameras, recording devices, blue-toothed enabled devices, bottled drinks, jackets, scarves, hats, beanies, wallets, purses, sunglasses, Chapstick, bracelets, watches/fitness trackers, mechanical pencils, pens, erasers, or keys.
  - No food, beverages or chewing gum is allowed inside the testing room.
  - Restroom breaks are only permitted if approved by the professor.
  - Once a testing session has started, students are NOT permitted to leave the Testing Center except in cases of emergency. If a student has to exit the Testing Center, the testing session is immediately over and the professor will be notified. Completion of the test is at your discretion.
  - Proctors are not permitted to answer questions about tests.
  - All personal belongings are stored in a locker while testing. **We cannot allow a student to use exam materials without written consent from the professor.**
  - The professor will be immediately informed by email of a suspected academic integrity violation.
  - The Testing Center cannot accept homework assignments.
  - Parents or children cannot accompany a tester into the testing room.
  - Children may not be left unsupervised in the Testing Center waiting room.
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### What happens if there is an evacuation?

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- In the event that an emergency results in the evacuation of the College Community Center (3C building), AWC has outlined procedures that will ensure the safe and swift evacuation of the individuals located at the Yuma Campus Testing Center.
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- All exams will be immediately suspended. Testers will not be allowed to access their personal belongings inside the lockers.
- The evacuation location is in the parking lot located outside of the 3C building. If the student is taking a timed test, the proctors will document the timeframe during the evacuation to ensure all testers are given the approved amount of time. If the exam is timed a testing center staff member will notify the professor of the disruption to allow for the student or examinee to re-test if necessary.
- Students will be within AWC proctor/administrator supervision during the entire time of the evacuation.
- Once allowed to re-enter the building the tester will be allowed to resume the test.
- Occasionally, time constraints will prevent a tester from completing the exam once the emergency situation is resolved. If this occurs, testing center staff will work with the professor to determine what course of action to take to allow the tester to complete the test.