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# Arizona Western College Testing Guide

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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 instructor whenever possible. An example is an online course should have online exams and online make-up exams given by the instructor 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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- Accommodation and Make-Up tests can be administered as computer-based assessments or paper-based exams (using paper/pencil or bubble sheets-bubble sheets need to be dropped off to the testing center).
  - The type of exam and its administration are determined by the instructor.
  - The instructor must submit an Exam Submission by logging into their Canvas account.
  - For step-by step instructions open the [Professor Steps](#) document.
  - AWC students must schedule their exam 24 hours in advance by completing the [Exam Registration](#) form.
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## Testing Accommodations

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- Eligible students that need testing accommodations must discuss options with the instructor when the student presents their accommodation letter.
  - AWC students who need a private testing room accommodation or other accommodations must contact and reserve the private room at least 72 hours in advance by sending an email at [testing@azwestern.edu](mailto:testing@azwestern.edu), by phone at 928-344-7641 and by submitting their [Exam Registration](#) form.
  - Instructors 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 instructor needs to place in the Submission Builder located in the field marked “Allotted Minutes” the specific time requirements for the accommodated student.
  - If the instructor 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 instructor whenever possible. An example of this is a hybrid course should have the exam given by the instructor in the same modality it was offered. If there is an issue which arises the instructor can use the testing center for the make-up exam.
  - Exams delivered through Canvas are password protected and timed. You will submit the password for your exam through your exam portal with RegisterBlast.
  - Student must know their username and password to login for their exam.
  - To ensure quick processing include specific directions such as duration of test, permitted material such as calculator or notes, etc. on the instructor 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 24 testing computer work stations, 13 desk/chair (paper exams) and two private rooms.
    - Two individual private rooms are available for and are reserved for students with appropriate accommodations.
  - Faculty may contact the Testing Center staff at any time with questions regarding the use of the Testing Center at [testing@azwestern.edu](mailto:testing@azwestern.edu) or by calling 928-344-7641.
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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. ( <b>Open Remotely-Phone Service Only</b> )
Saturday	Closed
Sunday	Closed

\*Testing appointment start at 8:30 am

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

\*\*\*Face to Face services are offered only on August 19, 2022

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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 Instructor Name.
  - Students must know their username and passwords necessary for any online exam.
  - AWC students must provide a valid student/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: cell phones, cameras, recording devices, jackets, hoodies, 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 instructor.
  - 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 you 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 instructor.**
  - You 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 cannot be left unattended.
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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 testing population in the Testing Center-Yuma campus.
  - All exams will be immediately suspended. Testers will not be allowed to access their personal belongings inside the lockers.
  - Our meeting location is in the parking lot 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 we will notify you of the disruption to allow for the student or examinee to re-test if necessary.
  - Students will be within AWC proctor/administrator supervision the entire time.
  - Once we are allowed to re-enter the building they will be allowed to resume their tests.
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- Occasionally, time constraints will prevent students from completing the exam once the emergency situation is resolved. In that case, testing center staff will work with you to determine what course of action to take to allow the students to complete their tests.