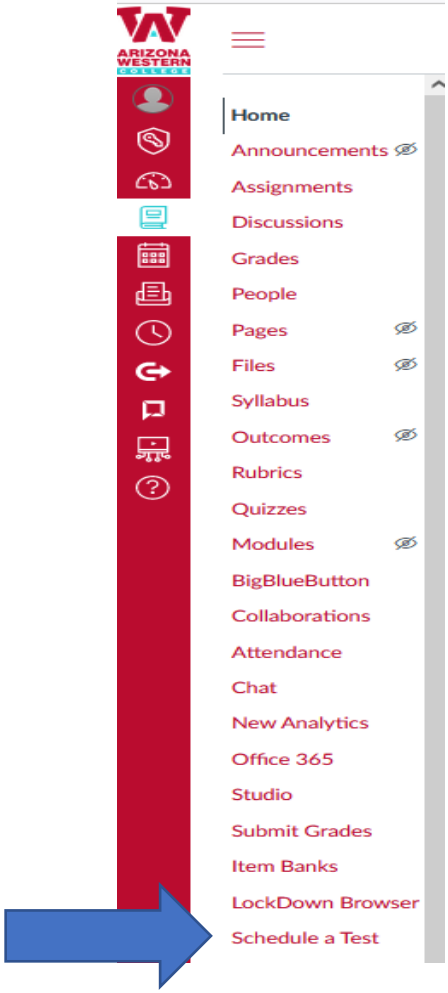
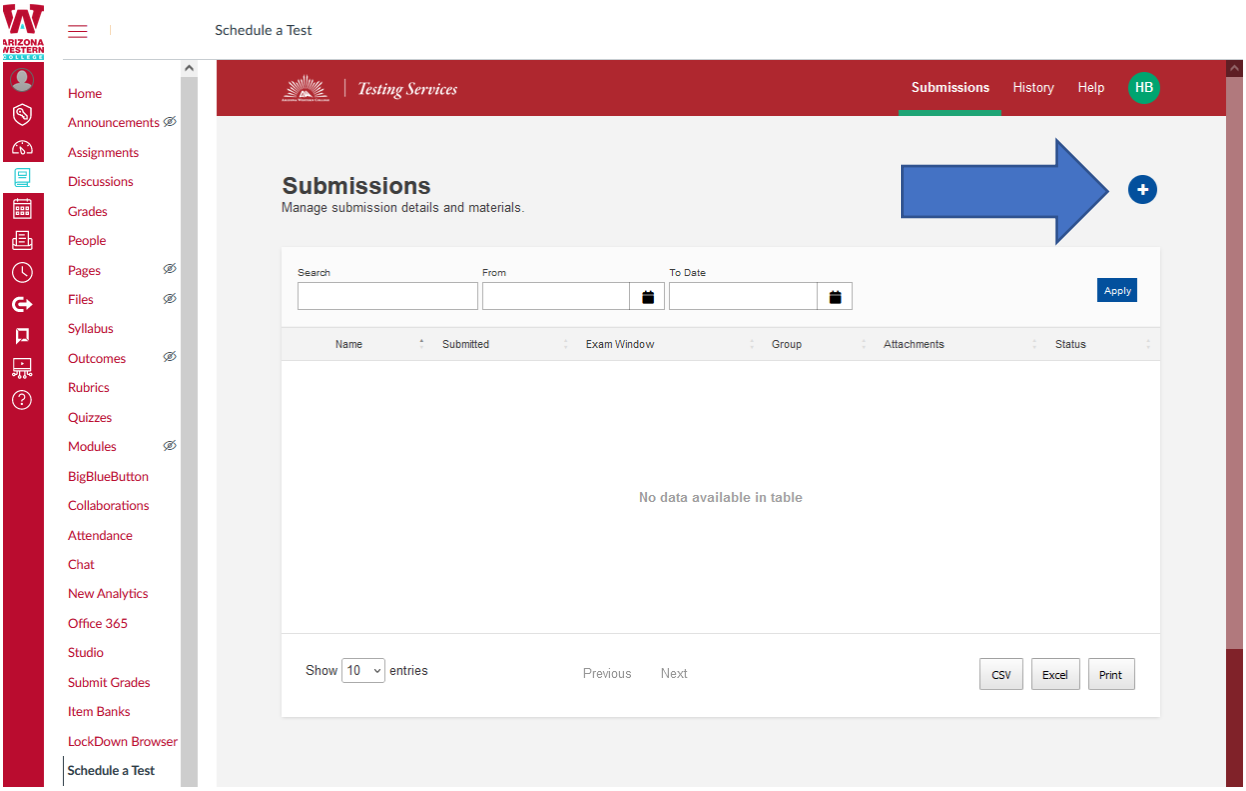
Testing Services

Professor Steps

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



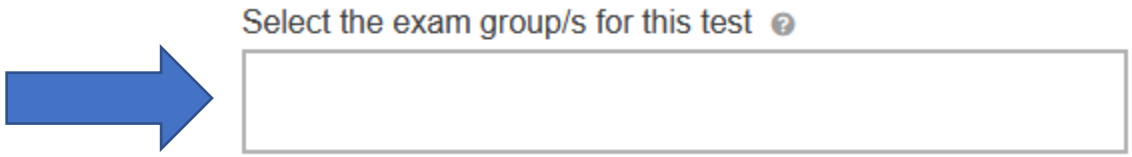
2. Click + **Icon**.



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 student's 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 your course.
    - Do not delete your submissions. If you have questions, please remit an email to testing@azwestern.edu

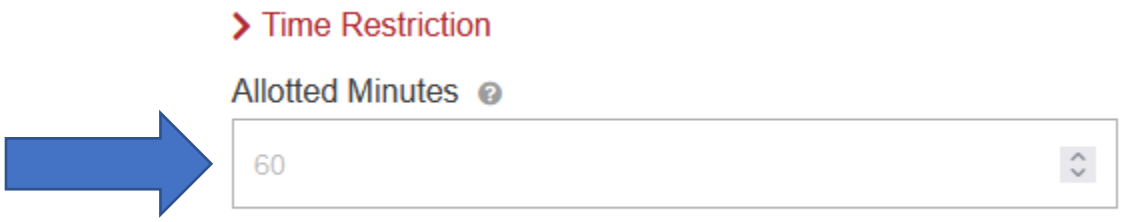
a. Type in **Submission Name**.

b. Select the exam group/s for this test

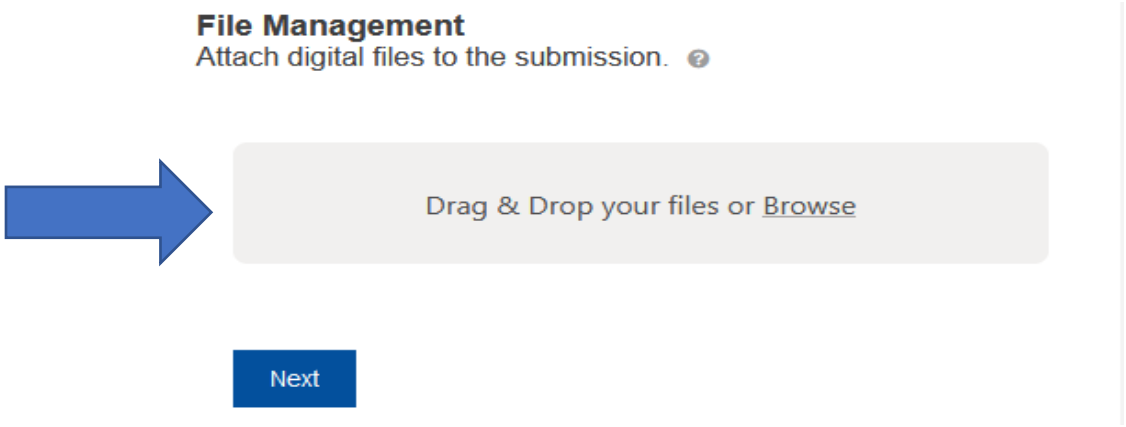


c. Add Start Date and End Date

d. Add Allotted Minutes

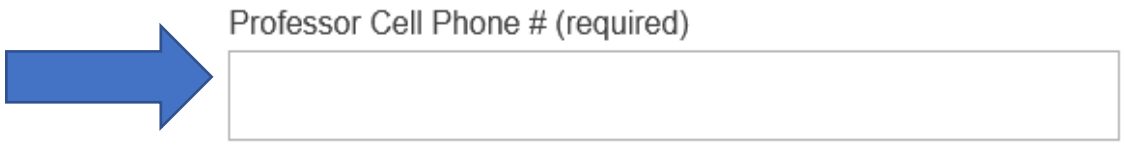


e. **File Management**. In this section, you can attach digital files for submission. This may include exams, lab sheets, or any other materials that your student is required to have on exam day.

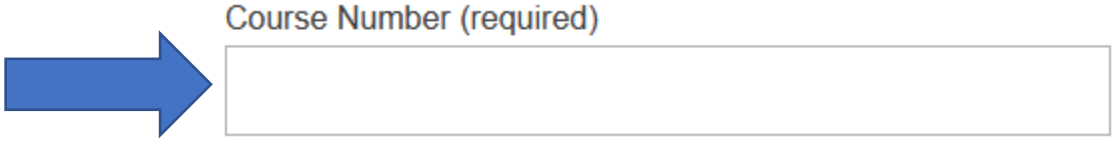


f. **Additional Information**. Answer any additional questions.

i. **Professor Cell Phone# (required)** Include your cell# in the field below.

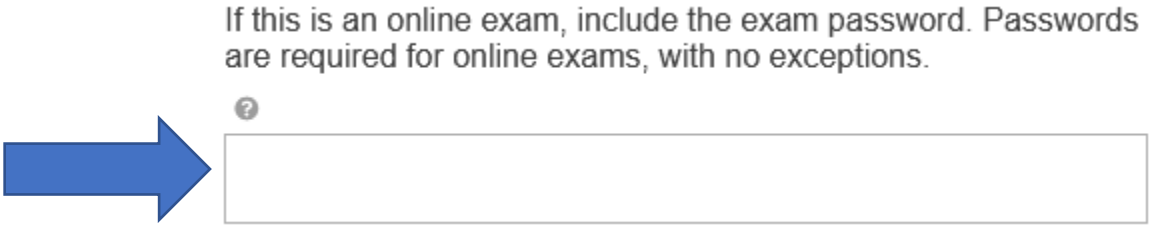


ii. **Course Number (required)** An example is MAT-121-009.

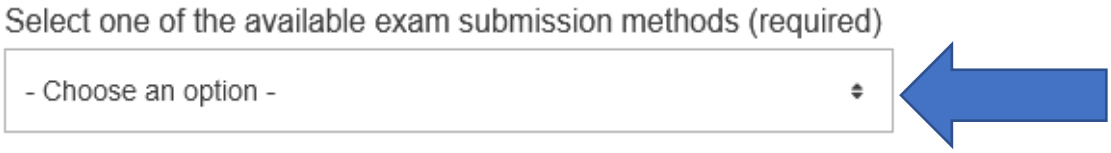


iii. **Type of Test (required).** Select from **On Computer or Paper/Pencil**.

iv. **If this is an online exam, include the exam password. Passwords are required for online exams, with no exceptions.**
Passwords will not be shared with students and will only be accessible to approved testing services staff.

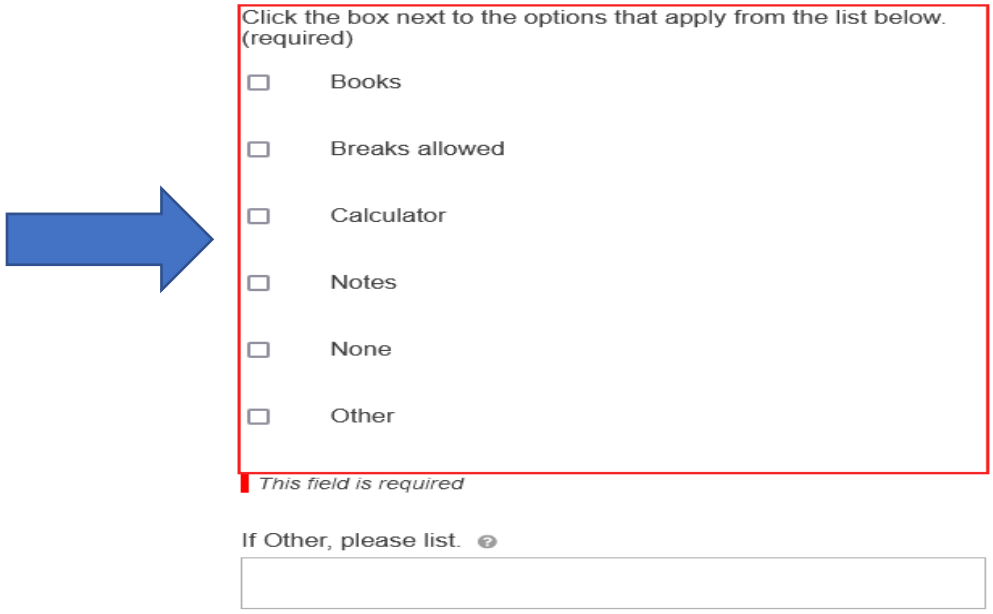


v. **Select one of the available exam submission methods (required).** Select from **Make-Up Exam or Accommodation Exam**.

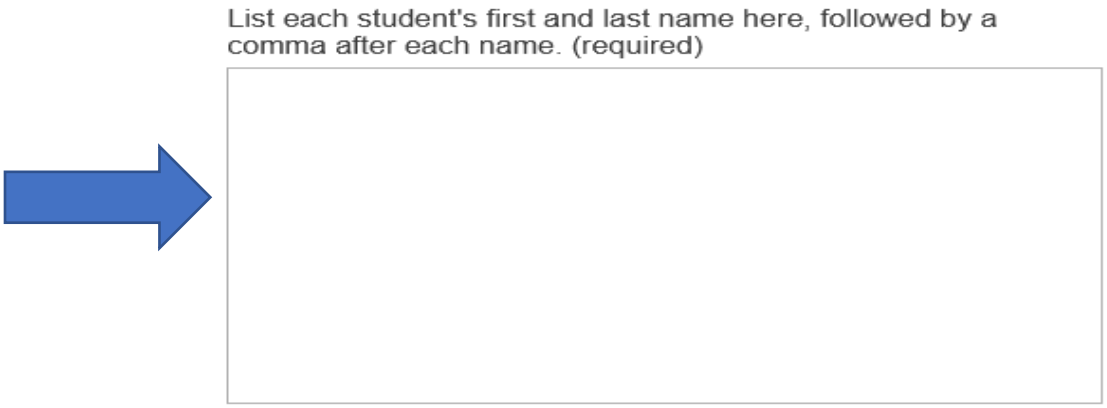


vi. **Select all applicable accommodations for this student, if needed.**

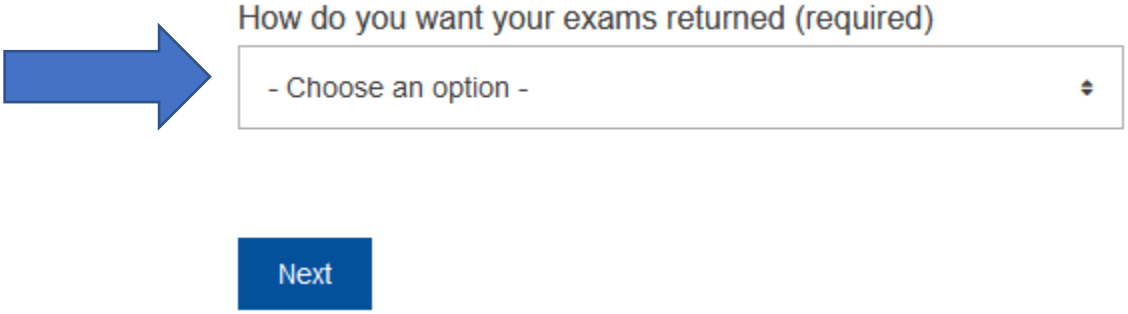
vii. **Click the box next to the options that apply from the list below (required).** Click the box next to the options listed below. If notes are allowed, please specify the size or type of notes. If a specific type of calculator is permitted, please indicate the model/type. Type the specific information in the "If Other, please list" area.



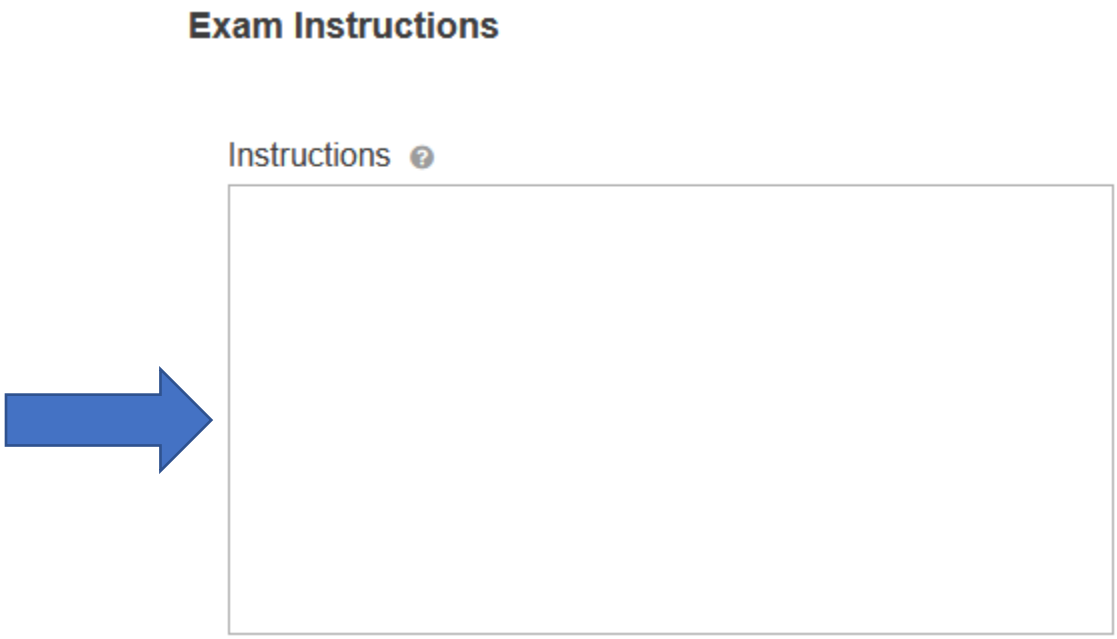
viii. **List each student's first and last name here, followed by a comma after each name**. (required)



5. **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**.



6. **Exam Instructions**. In the field below, enter the names of any students who require specific accommodation or special instructions. You may also include any additional information or special requests in this field.



7. Click the **Submit** button or **Submit and Print**.