Testing Services

Professor Steps

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

![Canvas screenshot showing Schedule a Test option]
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 students 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 our course.
   - Do not delete your submissions. If you have questions please remit an email to testing@azwestern.edu
5.
   a. Type in **Submission Name**.

   Submission Name  

   b. Select the exam group/s for this test

   Select the exam group/s for this test  

   c. Add Start Date and End Date

   Start Date  End Date  

   d. Add Allotted Minutes

   Time Restriction

   Allotted Minutes  

   60
Testing Services

e. **File Management.** This is where you will attach digital files to the submission.

   **File Management**
   Attach digital files to the submission.

   Drag & Drop your files or Browse

   Next

f. **Additional Information.** Answer any additional questions.
   i. **Professor Contact Information (required)** Include your cell# in the below field.

   **Professor Contact Information (required)**

   ii. **Course Number (required)** An example is FAK-101-001.

   **Course Number (required)**

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

   **Type of Test (required)**
iv. **Type of Course (required).** Select from In-person, Zoom, Zoom/In-Person Online or Hybrid.

v. **Other testing locations besides Yuma Campus?**

- San Luis
- Somerton
- Parker
- MCAS

If other, please list here

If other, please list here

vi. **Select Options allowed for testing (required).** If allowing notes to be used please specify the size or type in the option “If Other, please list”.

- Books
- Breaks allowed
- Calculator
- Notes
- None
- Other

If Other, please list

If Other, please list
vii. **Please add students here.** Provide in the field below the first and last name of the student. If you have more than one student include a comma between the student’s full name. An example is Jane Doe, Jon Doe.

6. **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.

7. **Exam Instructions.** The below field is where you will input passwords for online exams. **Passwords are not shared with students.** The password provided is only viewed and used by approved testing center staff. Additional information or special instructions can be included in this field.
Exam Instructions

8. Click Submit button or Submit and Print.