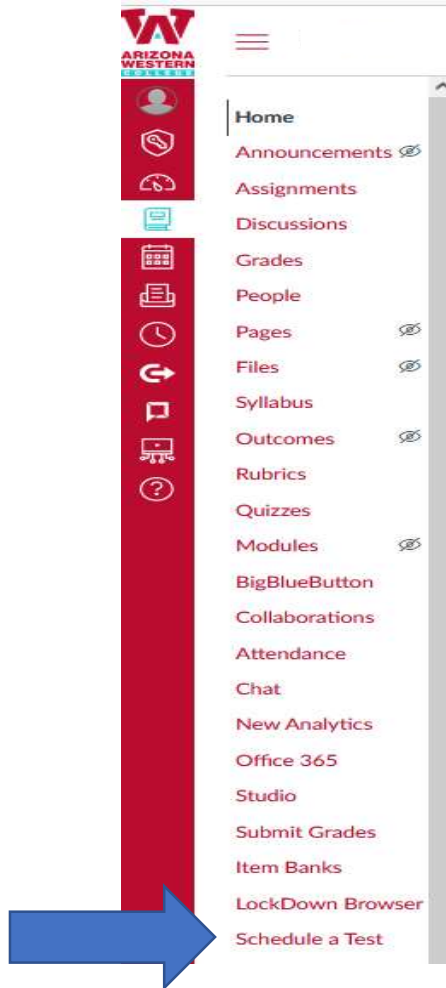




Testing Services

Professor Steps

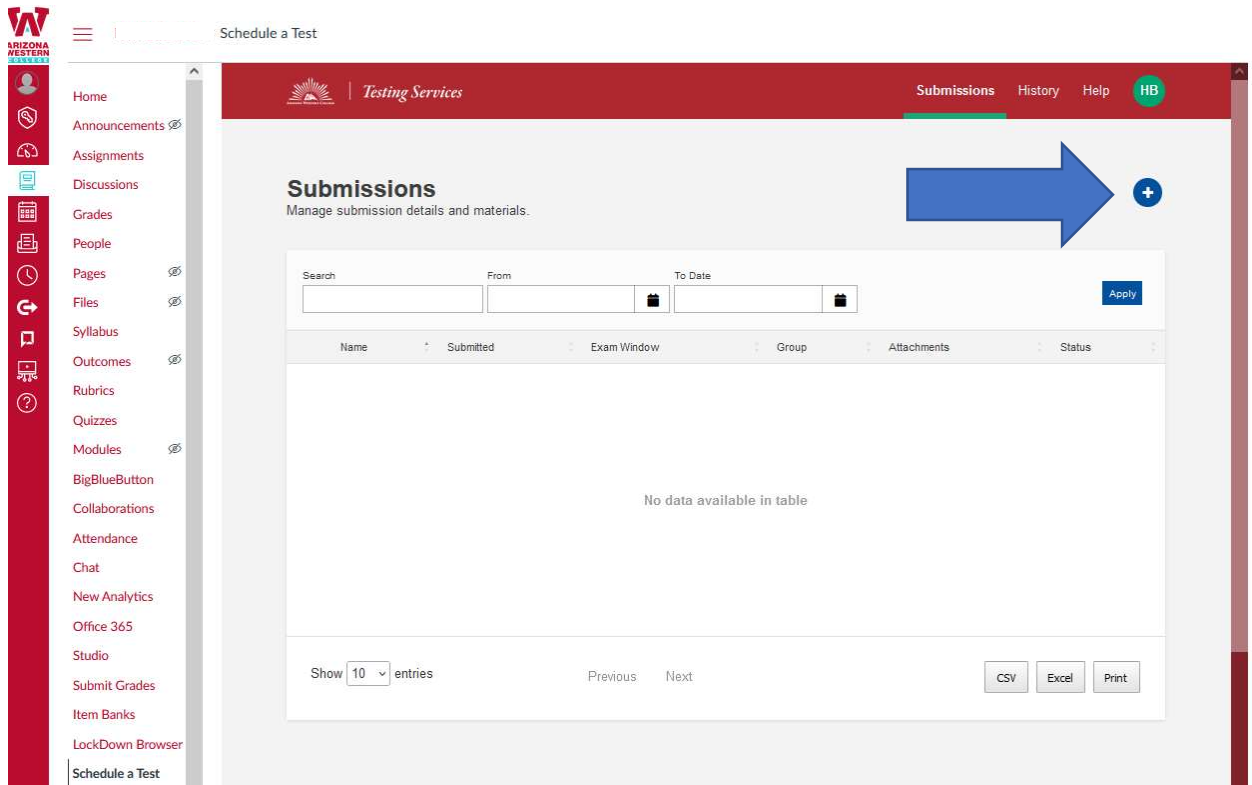
1. Log into Canvas and click on **Schedule a Test**.





Testing Services

2. Click + Icon.



The screenshot shows the 'Submissions' page in the Testing Services interface. On the left is a navigation sidebar with various icons and labels. The main content area has a red header with 'Submissions', 'History', and 'Help' tabs. Below the header, there is a search bar with 'From' and 'To Date' filters, and an 'Apply' button. A table with columns for Name, Submitted, Exam Window, Group, Attachments, and Status is shown, but it contains no data. At the bottom of the table, there are options to 'Show 10 entries', 'Previous', 'Next', 'CSV', 'Excel', and 'Print'. A blue arrow points to a plus icon in the top right corner of the main content area.

3. Complete the **Submission Builder** form.

4. Name the exam using the following format: Subject, Course#, Section#, Professor Initial of First Name, Professor 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



Testing Services

a. Type in **Submission Name**

Enter the **name of the examination** you are submitting as indicated above.

Submission Name 



b. Select the **exam group/s for this test**

Choose appropriate exam group(s) for this exam.

Select the exam group/s for this test 



c. **Start Date and End Date**

Start Date: Enter the date when the exam begins.

End Date: Enter the date when the exam ends.

- If the exam is only one day long, **use the same date** for the **Start Date and End Date**.

Start Date 

End Date 





Testing Services

d. Allotted Minutes

Enter the standard exam duration in minutes (do not include extra time for accommodation). Those are handled separately.

> Time Restriction

Allotted Minutes

A white rectangular input field with a thin border. Inside, the number '60' is displayed. A small downward-pointing arrow icon is on the right side of the field. A large blue arrow points to the left of the field.

e. Mange Campuses

Select all campuses where this exam needs to be administered. Choose only the relevant locations.

Manage Campuses

Apply submission to other campuses.

- 
- A list of two items, each with an unchecked checkbox on the left and text on the right. A large blue arrow points to the left of the list.
- AZ Western-Parker
 - AZ Western-San Luis

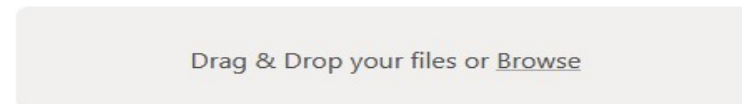
Next

f. File Management.

Attach any required exam materials (e.g., exams, lab sheet). Files must be under 15MB each and will be provided to the student(s) on the day of the exam.

File Management

Attach digital files to the submission.

A light gray rounded rectangular area containing the text 'Drag & Drop your files or [Browse](#)'. A large blue arrow points to the left of the area.

Next



Testing Services

g. Additional Information

Provide any extra details or answer any remaining questions related to the exam.

i. Professor Cell Phone # (required)

Please enter your cell phone number in the field below.

Professor Cell Phone # (required)



ii. Course Number (required)

Enter the course number, for example: **MAT-121-009**.

Course Number (required)



iii. Type of Test (required)

Select the test format: **On Computer** or **Paper/Pencil**.

Type of Test (required)





Testing Services

iv. **Enter Online Exam Password (Mandatory for Online Exams)**

If the exam is online, enter the required password. A password is mandatory for all online exams and will only be shared with authorized testing staff, not students.

Enter Online Exam Password (Mandatory for Online Exams) ⓘ



v. **Exam Submission Methods (required)**

Select one: **Make-Up Exam** or **Accommodation Exam**.

Exam Submission Methods (required)

- Choose an option -



vi. **Student Accommodations**

Select all applicable accommodations for the student, if needed.

Student Accommodations ⓘ

Time and a Half

Double Time

Private Room





Testing Services

- vii. **Student Accommodations & Special Instructions**
Enter the names of students needing accommodations or special instructions. You may also include any additional information or relevant details here.

Student Accommodations & Special Instructions ⓘ



- viii. **Materials Allowed During Exam (Specify Details Below) (required)**

Please check all items that students are allowed to use during the exam. If notes are permitted, specify size or format (e.g., 3' x 5" card, one page typed). If calculators are allowed, include the type or model (e.g., TI-30XS). Use the "Other" field to list any additional instructions or approved materials.



Materials Allowed During Exam (Specify Details Below) (required) ⓘ

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

■ This field is required

If Other, please list. ⓘ



Testing Services

- ix. **Student Full Name (First and Last, Comma-Separated)**
(required)

Enter each student(s) first and last name, separated by commas (e.g., John Smith, Jane Doe).

Student Full Names (First and Last, Comma-Separated)
(required)

A large, empty rectangular text input field with a thin grey border. A blue arrow points to the left side of the field.

- x. **Select Exam Return Option**

Please select one option from the drop-down menu to indicate how you would like your completed exams returned.

Select Exam Return Option (required) ?

A drop-down menu with a grey border and a teal arrow icon on the right. The text '- Choose an option -' is displayed inside. A blue arrow points to the left side of the menu.

- Choose an option -



Testing Services

h. Exam Instructions

Please include any additional information or special instructions for the testing center staff.

Exam Instructions

Instructions ?

A large, empty rectangular text box with a thin grey border, intended for entering exam instructions. A blue arrow points from the left towards the box.

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

