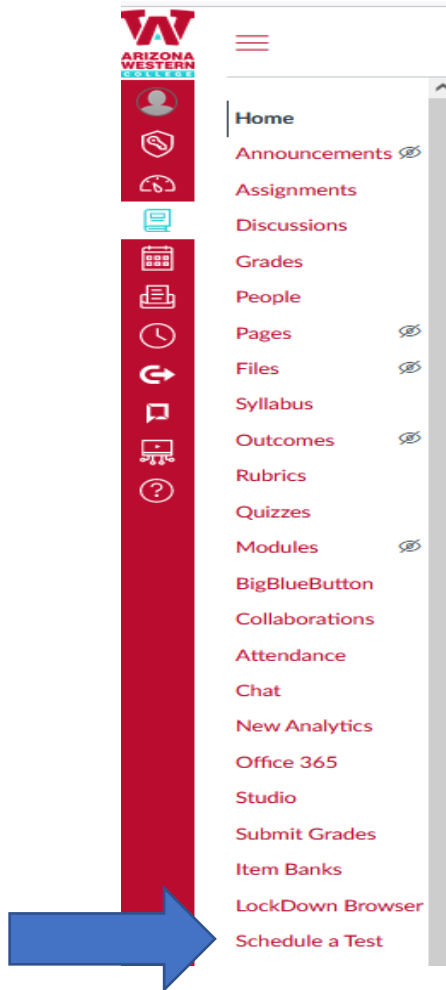




Testing Services

Professor Steps

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





Testing Services

2. Click + Icon.

A screenshot of the Testing Services Submissions page. The page has a red header with the Testing Services logo and navigation links: Submissions, History, Help, and a user icon labeled HB. A blue arrow points to a plus icon in the top right corner of the main content area. The main content area is titled 'Submissions' and includes a search bar, date filters (From, To Date), and a table with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. The table is currently empty, displaying 'No data available in table'. At the bottom, there are options to show 10 entries, and buttons for CSV, Excel, and Print.

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




Testing Services

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 ?





Testing Services

- 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.

File Management

Attach digital files to the submission. ⓘ



Drag & Drop your files or [Browse](#)

Next

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

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



Professor Cell Phone # (required)

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



Course Number (required)



Testing Services

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

Type of Test (required)



- 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.

If this is an online exam, include the exam password. Passwords are required for online exams, with no exceptions.



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

Select one of the available exam submission methods (required)

- Choose an option -





Testing Services

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

Select all applicable accommodations for this student, if needed.



- ☐ Time and a Half
- ☐ Double Time
- ☐ Private Room

- 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.



Click the box next to the options that apply from the list below.
(required)

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

This field is required

If Other, please list. ?



Testing Services

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

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.**

How do you want your exams returned (required)



Next



Testing Services

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.

Exam Instructions

Instructions ?

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

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

