



Testing Center Policies and Procedures

Testing Center Hours

- Exams are administered during (Academic Success and Accessibility) ASA office hours, 8:00 am–4:30 pm, Monday–Friday. Extended office hours may be in effect during finals week.

Scheduling Exams

- An alternative exam request **MUST** be submitted via [Accommodate](#) at least 3 business days before the exam date to be scheduled in the testing center. Instructors will receive notification via email and login to Accommodate to confirm the exam details.
- Students are expected to schedule their exams with ASA on the same day and time the exam is scheduled for the class. If an extended time accommodation makes this impossible, the instructor will choose another appropriate day/time for the student to take the exam. Students are expected to communicate with their instructor so that an alternative date and time is feasible and agreed upon and notify the ASA office. Instructors may offer a space within the department for students to take their exams if it is distraction-reduced and offers access to the same accommodations that the student is granted.
- Students who have early morning or evening classes will have to make arrangements to have their exams taken during regular Testing Center hours and make alternate arrangements with their instructor/department. If there is a conflict, please contact ASA.
- Only students who are registered with our office and are authorized by their instructors to take their exams at the Academic Success and Accessibility office will be allowed in the Testing Center. Students may be required to present a picture ID prior to being issued their exam.
- If a student misses their exam date due to illness or any other circumstance, the exam can only be rescheduled with written or verbal authorization from the instructor.



Testing Center Rules

- Students must be prompt for all testing appointments.
- NO CELL PHONES—no cell phones are allowed inside the testing area. All phones must be left in the ASA office or with the exam proctor.
- All backpacks, purses, books, calculator covers, cell phones, MP3 players, headphones, earbuds, electronic devices and other personal belongings must be left in the front of the office before exams will be administered. Students are advised to leave any unnecessary items at home if at all possible. If a student has an unauthorized item in their possession in a testing room, the item may be confiscated and their instructor may be notified.
- No books, notes, notebooks or other materials are allowed during testing unless listed on the proctoring guidelines given to the office by the instructor. Students caught with materials not specifically permitted by the instructor will have these materials confiscated and the incident will be reported to the instructor. It is recommended students confirm with their instructors what materials are allowed during testing and that the Testing Center has been notified.
- ASA adheres to the University's Academic Honesty Policy. If a student is suspected of academic dishonesty while taking an exam at ASA, the exam may be stopped immediately, and ASA will contact the course instructor. If the exam is stopped, it may resume only with the instructor's permission. All incidents of suspected academic dishonesty will be reported to the instructor and ASA Director.
- All office computers are monitored through a surveillance system. All internet usage is closely monitored. Any improper use of computers during an exam will be reported to the instructor.
- Proctors may not assist students on any aspects of a test except to clarify test instructions.
- Students may not leave the room for any reason without the permission of Testing Center staff. It is advised that students address all personal needs prior to the start of their exams.
- Please reach out to our office with any questions by emailing SASoffice@naz.edu.