Testing Center Information for Faculty

1) Remind students to plan ahead and schedule a test appointment. This will help ensure proper testing details and ADA accommodations are in place.

2) Students should notify testing center of any ADA accommodations necessary to complete exam.

3) Discuss exam guidelines (i.e. approved test materials, test dates, test time) with your students.

3) Submit completed Proctor Request form at least (5) business days prior to the start of testing window. Make sure to specify exam guidelines (i.e. time, date and materials allowed). The Proctor Request form does not establish your students’ test appointments.

4) In order to ensure test integrity, changes or corrections to exams will NOT be made by No’eau Testing Staff. A revised test must be submitted by the course instructor.

5) Submit hard copy exams if: a) individual exams are longer than (12) pages or b) more than (4) exams are being administered.

6) If applicable, submit necessary test materials (i.e. green books, scantron sheets).