

Ashland University
Student Accessibility Center (SAC)
Faculty Test Proctoring Instructions

Faculty Name _____ Test Date _____

Course Name/Number _____

Semester _____ Class Location _____

Class Time _____

Standard time limit for this test/quiz is _____

Completion Instructions:

- Complete this Faculty Test Proctoring Instruction sheet & email to au-sac@ashland.edu along with your test/quiz.
- If you have a preference for paper tests/quizzes, please download and print this form. You can then include the completed form in a sealed envelope with your tests/quizzes, and you or your designee can send it via Interoffice Mail, or bring the envelope to SAC, currently located in the Claremont building at 930 Claremont Ave.
- If you provide any additional testing information or instruction to your class at the time of the test/quiz, please immediately contact **Justin Beeman**, Testing Coordinator at jbeeman@ashland.edu, or call ext. 6336 (ext. 6834 in the College of Nursing), to give him the additional information.

The Testing Areas are open between 8:00 AM and 5:00 PM Monday through Friday during the regular academic year – summer hours may vary. Faculty members are requested to schedule any alternate testing times individually with the Testing Coordinator prior to the test date.

Please check all the following items that apply, to enable us to administer the test/quiz in the manner you desire. Instructions will be followed in conjunction with the students' approved accommodations, which take legal precedence.

Please check all that apply:

- _____ Students are requested to take tests/quizzes on the same day as class
- _____ Students are requested to take tests/quizzes at the same time as class
- _____ Notes permitted
- _____ Programmable graphing calculator permitted
- _____ Text permitted (chapters of book, charts, graphs, etc.)
- _____ Online test/quiz
- _____ Formulas permitted
- _____ Use Scantron to record answers
- _____ Return completed test/quiz via email
- _____ Return completed test/quiz via Interoffice Mail
- _____ Other (please be specific) _____

REMINDER: It is the instructor's responsibility to deliver tests/quizzes at least 24 hours prior to the scheduled examination time.

NOTE: Due to staffing limitations, we cannot return completed paper tests/quizzes directly to faculty mailboxes. However, we can return them via Interoffice Mail, or we can scan and email them to the course instructor upon completion. Completed paper tests/quizzes returned via email will be shredded at the end of each semester.

Questions regarding these procedures, or accommodations may be directed to **Silvia Henriss, Director at ext. 5904**, or shenriss@ashland.edu.