Testing Services' FALL 2021 Information for Students

Testing Services' office will reopen on campus with reduced staff and services to ensure compliance with health and safety measures.

SERVICES PROVIDED:

- In-person, on-site exam proctoring will for students who meet the following criteria:
    - Enrolled in course(s)
    - Approved for testing accommodations through ODS, OIE, Care, or Atheletics
- Testing Services will assist with Zoom proctoring for students requiring the remote delivery of courses and course materials for disability related reasons

SERVICES TEMPORARILY SUSPENDED:

- All licensure and certification exams (third party testing)
- Fee based proctoring services for other institutions

HOURS:

- 8:00am-5:00 pm. Monday- Friday. After hours proctoring available till 9:00 pm Monday-Thursday **by appointment only,** drop-in requests cannot be accommodated

SCHEDULING EXAMS:

- To schedule exams, e-mail testingservices@csuohio.edu with the following information:
    - Name and CSU ID #
    - Course Schedule
    - Syllabus attached for each course with
        - If possible, please highlight exam dates
        - Alternatively, you can send a list of exam dates and times in the body of the email

- Appointment day/time requested if a scheduling conflict prohibits testing at the same time as the class meeting time
  - Please note: You are never expected to miss class in order to receive your time accommodations. Testing Services can work with your instructor to identify an alternate testing time when required.

  - You can also use the Test Registration form, located here https://www.csuohio.edu/testingservices/test-reservation-form

- We strongly encourage students to contact us during the first two weeks of the semester and schedule all exams per the dates on the syllabus
- Students are responsible for scheduling all exams **at least three (3) business days in advance**
  - Reservations made with less than three (3) business days' notice may not be able to be fulfilled

ON TEST DAY:

- Students must bring an ID for Testing staff to view.
- Students are required to arrive with and wear a mask while in the testing center.
  - Students who arrive without a mask, will not be permitted to test
- Students must receive permission to utilize the restroom during exams.
  - Please be aware, only one student is permitted in the restroom at a time for health and safety purposes.

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