

Testing Services' FALL 2020 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 be reserved for students who meet the following criteria:
 - Enrolled in course(s) that meet on-campus/in-person
 - Approved for testing accommodations
- 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:

- Student drop-ins for appointment scheduling
- All licensure and certification exams (third party testing)
- Fee based proctoring services for other institutions
- **In-person** placement testing (individual or group)

HOURS:

- 8:00am through 8:00pm **by appointment only**, drop-in requests cannot be accommodated
- The office will operate remotely on days when there are no tests or quizzes scheduled

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.
 - Your availability to meet with Testing staff via Zoom to review and confirm exam appointments
- 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
- To adhere to social distancing requirements, a reduced number of student workstations will be available. **Therefore, it may not be possible for all accommodated tests to be scheduled during the class meeting time.**
 - In the event this is required, Testing Services will notify your faculty member to work out the details

ON TEST DAY:

- Students must bring an ID for Testing staff to view through plexiglass. IDs will not change hands for reasons of health and safety.
- Students must call 216-687-2272 upon arrival to campus for a testing appointment. Testing staff will advise whether to enter or wait. Students are required to enter alone. *Disability-related requests for exceptions to this policy will be considered on a case-by-case basis.*
- Only one person is permitted in the elevator at a time.
- Other than disposable scrap paper, the testing center will not loan testing materials or aids.

- Students must bring their own testing materials (pencils, pens, erasers, calculators, rulers, etc.).
- 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 are not permitted to linger in the lobby or use it as a study space. The lobby will be restricted to no more than five (5) persons at any one time.
- Upon completion of a paper-based exam, all test-takers are required to place the exam in a bin rather than handing it in to the proctor.
- Lockers will not be utilized for storage of personal belongings during exams to adhere to health and safety measures. Wall hooks will be provided to hang book bags, purses, etc.
- 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.