TESTING SERVICES PROCESS

This document contains information for how to utilize testing accommodations in Testing Services. Please read this form thoroughly, as all students are expected to adhere to the Accommodated Testing Agreement they sign before requesting accommodations. Students are expected to schedule their test appointments at least 3-5* business days** before the exam date.

Testing Services is located in Rhodes Tower West Room 215. Testing services' hours are 7:45 AM – 9 PM (Monday – Thursday) and 7:45 AM – 5PM (Fridays).

BEFORE SCHEDULING EXAMS

Ensure that you have done the following FIRST:

- ➢ Enroll in course(s) for the semester.
- ➢ Gain approval of testing accommodations from the Office of Disability Services (ODS), Office if Institutional Equity (OIE), CSU Care, or the Athletics department.

For Students with Testing Accommodations from ODS, ensure that you have done the following after approval of accommodations:

- Access the Disability Services Online System.
  - o https://andes.accessiblelearning.com/CSUOhio/
    - Signed the Accommodated Testing Agreement.
    - Requested your Accommodations for your course(s).

SCHEDULING EXAMS

To schedule exams, you may submit a request for taking your exam with Testing Services by any of the following:

- Completing the Test Reservation Form
  - o https://www.csuohio.edu/testingservices/test-reservation-form
- Contacting Testing Services via email [testingservices@csuohio.edu]
- Calling via phone (216)-687-2272
- If there is a scheduling conflict that prohibits testing at the same time as another class meeting time, please make Testing Services aware.
  - o **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.

Please make sure you have the following information ready:

- Your CSU ID number.
- Course Name, Number, Section, and Instructor.
- Dates, and Times for Exams.
  - o Exams must be scheduled at the same date and time as the class unless approved by instructor.

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ON YOUR EXAM DAY

- Students must bring a photo ID for Testing staff to view.
  - CSU ID or State/Driver's License
- Students will leave and/or lock up prohibited items, materials, and electronic devices unless authorized. Students will access their belongings at the end of their exam.
- Testing Services can provide materials such as pencils, calculators, pens, scrap paper, etc. (IF PERMITTED BY INSTRUCTOR)
- Students will be placed in a Testing spot and will be made aware of their extended time limit, and then will begin their exam.

SERVICES CURRENTLY SUSPENDED

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

IMPORTANT THINGS TO REMEMBER

- Scheduling tests for courses that are scheduled between the hours of **7:45 AM – 5:00 PM** must be scheduled at least 3 business days in advance of the test date.
- Scheduling tests for courses that are scheduled **after 5:00 PM** must be scheduled at least 5 business days in advance of the test date.
- Final exam appointments must be scheduled by the final exam deadline for the given semester.
  - **For Fall 2022 it is Monday, November 21st and Spring 2023 that is Monday April 17th.**
- **Students must complete exams** 15 minutes prior to the testing center's closing time of 9pm Monday through Thursday. Time accommodations will be strictly enforced. Students will be informed of their time allowance when they begin the exam.