

## **Online Testing Center**

### **Policies and Procedures**

#### **For Professors:**

1. Exams to be delivered no later than 7:30 a.m. exam day, including a Testing Request Form (available online or at the Testing Center) to ensure processing. Earlier delivery whenever possible is appreciated.
2. The Testing Request Form must include all pertinent information including: number of students expected, opening and closing date of exam, time allotted for exam in the classroom, materials allowed, and method to return exams once completed.
3. Please deliver hard copy paper tests via i/o mail or in person.
4. For Canvas exams, a hard copy of the test is helpful in case systems are down and hard copies of the exam must be administered.
5. Exams may be returned via:
  - a. Interoffice mail (I/O Mail) \*PLEASE NOTE: campus mail can take one week or more and we cannot track tests sent via campus mail.
  - b. Student return in a security envelope
  - c. In person. Exams held in P1 109

Please make sure to indicate preference on the Test Request Form.