SCHEDULING EXAMS

- Appointments are required. Faculty exam request forms must be submitted in advance.
  - You can find the faculty request form <u>here</u>.
  - A sample of a completed Faculty exam request form can be found on our website.
- Faculty exam request forms will expire the last date of the listed testing window. Should the student still need to take the exam, another faculty exam request form will need to be submitted.
- Students are required to schedule their exams at least 24 hours in advance.
  - Note: The 24 hours do NOT include weekends. If an exam is on Monday, the appointment must be scheduled by Friday.
  - Students can schedule their appointments via phone call (954-262-8370) or by stopping by the Testing Center (SAB 2nd Floor).
- Due to high traffic, make-up quizzes/exams cannot be scheduled during midterm or finals week. These exams must be taken the week before or after.
- Proctored exams should end 15 minutes prior to closing.
  - The Testing Center is open M-Th 8:30am-6pm and Friday 8:30am-5pm.

   PROCTORING SPACE IS LIMITED. SCHEDULING PROIRITY IS GIVEN TO STUDENTS WITH APPROVED ACCOMMODATIONS THROUGH THE STUDENT DISABILITY SERVICES OFFICE.

EXAM MATERIALS

- Please ensure online exams are accessible and have the correct time limit and password.
- For online exams, a lockdown browser is highly encouraged.
- Faculty are responsible for providing the Testing Center with a copy of the test they want to administer, as well as any instructions or materials that students will need.
- For paper exams, hard copies of exams must be dropped off to the Tutoring and Testing Center (SAB 2nd floor) at least 24 hours in advance.
  - Note: The 24 hours do NOT include weekends. If an exam is on Monday, the testing material must be dropped off by Friday.
- Faculty members are required to pick up exams no later than 3 business days after the exam deadline date, unless an alternate pick-up date or electronic delivery is coordinated in advance.