

Faculty Guide to Testing – Fall 2020

Welcome to Testing Services!

We are pleased to be able to offer faculty and students a professionally monitored and centralized location to meet most testing needs. Please note that Testing Services' primary focus is to facilitate testing accommodations for students with documented disabilities. Testing Services can occasionally serve as an alternate facility to proctor make-up exams for students with extenuating circumstances, such as illness or family emergencies, that prohibit them from taking an exam during their scheduled class time.

In order to serve you and provide optimum test security, the following procedures have been established for NSU exams this semester:

1. The student first obtains permission from their instructor to take an exam in Testing Services. The instructor then completes the electronic exam request form at: <https://www.nova.edu/webforms/tutoring-testing/faculty-exam/> at least three business days in advance of the established possible dates for the exam.
2. All exams are required to be loaded into Canvas moving forward to limit shared materials and supplies in the center.
3. Upon receipt of the exam request, Testing Services will email the student alerting them to schedule an appointment. Faculty will be cc'ed on all email communication.
4. All students and staff will be required to follow the [COVID-19 Testing Policies and Procedures](#) to ensure compliance with the Return of the Sharks policies set forth. This includes, but is not limited to: requiring face coverings, staggering exam start times, physical distancing in office space, limited number of exams scheduled concurrently, and proper disinfecting procedures.
5. Student will be required to pass a basic health screening before being allowed to sit for their exam. Testing Services reserves the right to reschedule an exam if enough risk is present.

Testing Services Hours of Operation – Fall 2020:

Monday-Friday: 8:30 a.m. – 5:00 p.m.

Hours are subject to change during exam weeks, breaks, holidays, and the summer term.

If you require further assistance or have any questions, please contact us:

(954) 262-8374 – testingservices@nova.edu

Website: <http://www.nova.edu/tutoring-testing/testing-services/index.html>