

## Faculty Guide to Testing

### 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. The Testing Center will carefully follow the testing information provided on the Faculty Request Exam form. Please note, we are unable to honor specific time requests due to the limited staff and a very limited space within the Testing Center.

In order to 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.
2. 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. Graduate Exams have a separate Faculty Exam Request Form, please see website for link.
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. If electronic return was selected on the faculty request form, the exam will be scanned and emailed back once complete. If not, the exam will be stored in our secure filing cabinet until the faculty can pick it up in the Student Affairs Building, 2<sup>nd</sup> Floor.

### Testing Services Hours of Operation:

Monday-Thursday: 8:30 a.m. – 6:00 p.m.

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](mailto:testingservices@nova.edu)**

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