

## 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. Students are expected to take all exams during their scheduled class times. 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. Testing Services also offers CLEP and DSST exams for credit, challenge and placement exams for incoming students, and proctorials for other universities.

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

1. The student first obtains permission from his/her instructor to take an exam in Testing Services. The instructor then delivers the approved Faculty Exam Form along with all test materials to Testing Services **two business days in advance of the established target date** (or the first date of the range) for the exam. This time frame is used to facilitate communication with the student, allowing them appropriate time to schedule an appointment. EXAMPLE: If the faculty established test date is 9/14 (Friday), faculty must deliver the test & Faculty Exam Form to Testing Services by 9/12 (Wednesday). The test can be delivered in person or through electronic submission to: <https://www.nova.edu/webforms/tutoring-testing/faculty-exam/>. Please note, however, that charts/graphs or colors may not always be as clear as on the original when transmitted electronically. Also, **if you wish for the exam to be returned electronically, you must check yes on the "Electronic Return Request" section on the Exam Form.**
2. Upon receipt of all test materials, Testing Services will email the student alerting her/him to contact Testing to schedule an appointment **at least 24 hours in advance**. Faculty will always be cc'ed on all email communication between Testing Services and the student. Additionally, in order to effectively manage and meet the needs of all students using testing services, rescheduling of appointments is discouraged and will only be considered on a case by case basis and/or with instructor approval.
3. Once the student has taken the exam, it is kept in the locked cabinet until the instructor picks it up from Testing Services. If an exam is returned to an instructor via email, using the Electronic Return option, the original will be kept in secure storage for 7 days after finals week at the end of each semester, at which time all originals will be shredded.

### 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.**

*Testing Services will try and accommodate requests for exams outside office hours with faculty and students as needed, these exceptions should be made 10 days in advance*

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

**(954) 262-8374 - Student Affairs Building, 2<sup>nd</sup> Floor**

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