

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 make-up exams:

1. The student first obtains permission from his/her instructor to take a make-up exam in Testing Services. The instructor then delivers the approved Faculty Exam Form along with all test materials to Testing Services **no later than 4pm, 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 4pm on 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. Faculty can encourage students with approved testing accommodations (including athletes with approved game schedules) to schedule their testing appointments in advance of test delivery.
 - a. For appointments made in advance of test delivery, the test and Faculty Exam Form be delivered to Testing Services by 4pm, 2 days prior to the target dates not here, the student will be notified via e-mail and instructed to contact their instructor about new exam arrangements, the faculty member will be copied on this (& all e-mails). This notice will state that no further updates will be provided for this exam.
3. 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**. 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 instructor approval.
4. Once the student has taken the exam, it is kept in the locked cabinet until the instructor picks it up from Testing Services. Faculty is expected to pick up any exam no later than three business days after the exam deadline date. Any exam left with Testing Services after this time will be returned to the respective division director whether or not the student has completed the exam. If necessary, faculty can coordinate an alternate pick-up date when dropping off the test and/or request the test be returned via email. If an exam is returned to an instructor via email, the original will be kept in secure storage until 30 days after finals week at the end of each semester, at which time all originals will be shredded. Alternate test return arrangements must be in writing on the Faculty Exam Form.

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 or 8370 - Student Affairs Building, 2nd Floor

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