

Testing Procedures

If you have a student who notifies you that they would like to use their testing accommodations OR you are allowing a student to take a make-up exam/test/quiz, please follow these steps:

1. Emphasize to the student that they need to schedule an appointment at least 2-3 days prior to the anticipated test date by using the WCONLINE scheduler (<https://villa.mywconline.com/>) and choosing the Testing Schedule. The students that are part of the Achieve Program will know that they need to schedule their test at the Achieve Center.
2. Fill out a Test Cover Sheet (see attached). This form is also available in 'Public' in the Student Success Center folder. Printed copies are also available at the Library, the Achieve Center, and the SSC.
3. Attach the Test Cover Sheet and your test together electronically and submit to: testcenter@villa.edu or drop off printed copies of your Test Cover Sheet and test to the appropriate location (Library or Achieve Center) by 5pm on the business day before the anticipated test date.

Please note: Providing a Test Cover Sheet is very important. It provides consistent directions for the person proctoring the test. A time limit is also critical for the test proctor. If you do not have a time limit, please record the regular length of time of your class. This will help the proctor to calculate extra time for students who choose to use that accommodation. It will also help us to schedule a proctor for an appropriate amount of time for each student. If you have a test that needs to be taken on a computer or requires students to use accompanying materials (PowerPoint slides, 3D objects, pre-recorded music, etc.), please note it on the Testing Cover Sheet and we will make appropriate arrangements to include these materials.

4. A notification will be sent to your Villa e-mail address informing you at what location the completed test is available for pick up.

Please Note

Use TestCenter@villa.edu and not individual email addresses to submit testing materials. This is very important; if one proctor is out-of-office, other proctors may need access to testing materials. Please email tests whenever possible.

Makeup tests should only be given for emergencies. Students with regular accommodations will be given precedence over students making up tests when scheduling testing appointments. We encourage faculty members to administer makeup tests for non-emergency situations themselves.

The Testing Center is no longer able to accommodate same-day testing. Faculty members must submit Test Cover Sheets with tests by 5pm on the day before the anticipated test date.

We are also **no longer able to accommodate entire classes** in the new testing space.

Thank you for your cooperation and understanding!

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