Winona Testing Process for Faculty

1. Access Services will notify faculty of student accommodations via email.
2. Students are responsible for filling out the <u>Testing Agreement Form</u> before they can test in the Access Services Testing Center (ASTC) .
3. For each test they plan to take in the ASTC, students must submit the <u>Student Testing Form</u> at least 72 hours (business days) in advance.
4. When Access Services receives a student test request, they will contact the professors with the test request details.
5. Professors then fill out the <u>Faculty Testing Form</u> at least 24 hours (business days) in advance of the scheduled exam. When completing the testing form, the professor has the option to upload the exam or drop it off at the ASTC. If the professor chooses to drop the exam off in the ASTC (SMH room 429), the test must also be dropped off 24 hours (business days) in advance of the scheduled exam.
6. Access Services Testing Center staff prepare test materials and carry out testing accommodations for that exam.
7. On the scheduled test date/time, the student will report to the ASTC to take their exam.
8. Faculty will receive an email from the ASTC staff letting them know when exam/s are finished and ready to be picked up from the ASTC.