



Winona Testing Process for Students

1. Students are responsible for filling out the Testing Agreement Form before they can test in the Access Services Testing Center (ASTC).
2. Before signing up to take an exam in the ASTC, it is good practice to let your professor know that you will be taking the scheduled exam/quiz with Access Services.
3. If you need to schedule an alternate exam time/date, students will need to clear this with their professor BEFORE signing up to take the exam in the ASTC.
4. For each test they plan to take in the ASTC, students must submit the Student Testing Form at least 72 hours (business days) in advance of the scheduled exam.
5. When Access Services receives a student test request, they will contact the professors with the test request details.
6. On the scheduled test date/time, the student will report to the ASTC to take their exam.
 - a. If for some reason faculty denies the test request or there is a problem with the testing sign up that the student submitted, Access Services will reach out to the student about the exam.
 - b. If the student does not hear any news from the ASTC after signing up to take the quiz/exam in the ASTC, they can assume that arrangements are being made for the student to test in the ASTC and can report to the ASTC at their scheduled exam date/time.