Deadlines, Processes, and Procedures

Deadlines and Submission Requirements

Students who need to test with AAS must schedule exams and quizzes at least three business days in advance. If exam and quiz dates are posted in advance, students are encouraged to schedule all assessments at once. Scheduling requests may be edited as needed.

If a student misses the scheduling deadline, their request to test in AAS may be denied. Students whose requests are denied will be instructed to take the exam or quiz in the traditional classroom setting. In these cases, testing accommodations cannot be guaranteed.

Faculty must submit all testing materials to AAS **by 8:00 AM on the business day before the scheduled exam or quiz** (see the table below for reference). Required materials may include:

- The testing agreement, completed in AIM
- The exam or quiz
- Testing instructions
- Any required passwords

Materials must be submitted through one of the following approved methods:

- Email to dstesting@astate.edu
- Deliver a hard copy to the AAS office
- Upload through AIM

Please include the class name or CRN at the top of the exam to help AAS facilitate exams and quizzes appropriately.

Exam Date	**Faculty Submission Deadline**
Monday	Friday, 8 AM
Tuesday	Monday, 8 AM
Wednesday	Tuesday, 8 AM
Thursday	Wednesday, 8 AM

Friday	Thursday, 8 AM

Late or Missing Materials

If all required testing materials are not received by the deadline through one of the approved submission methods, the exam or quiz will be canceled. Both the student and faculty member will be notified, and the student will not be permitted to test in the AAS office as originally scheduled.

The following alternatives are available:

1. **Classroom or department testing:** The faculty member may proctor the exam or quiz in the classroom or department setting with approved accommodations.
2. **Rescheduling through AAS:** The student may reschedule the exam or quiz for a later date in the AAS office. Standard scheduling requirements apply, including the three-business-day advance scheduling deadline.

If testing materials are submitted after the deadline or sent to an unapproved location (for example, emailed directly to an individual staff member who is out of the office), the cancellation will stand. An alternative testing arrangement that provides the student's approved accommodations must be made.

Other Important Processes and Procedures

We encourage faculty to administer accommodated exams and quizzes when possible, as it allows students a timely response to questions and other substantial benefits for students and faculty. Our staff is happy to assist with this process to ensure the environment meets the students’ needs as much as reasonably possible. This is often already necessary for labs, practicals, and other hands-on exams.

Students testing with AAS are expected to take their exam or quiz on the same date and at the same time as the class. However, extended time accommodations or AAS operating hours may make this impossible, and adjustments may be necessary. Adjustments must be approved by faculty and communicated to all parties.

If a student is in an online program or takes tests/quizzes online that don’t need to be physically proctored, they do not have to schedule those with AAS. It may be helpful to add their extra time for all tests when their accommodation letter is received, since faculty won’t receive testing reminders from the AAS data management system. CETL can assist faculty with this if needed.

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