

Deadlines, Processes, and Procedures

Deadlines

Students who need to test with AAS should schedule exams/quizzes at least three business days in advance. If exam/quiz dates are already posted, they are encouraged to schedule all exams at once. Edits can be made as needed. If students miss the scheduling window, their request to test in AAS may be denied. If a student's request is denied, they will be instructed to go to class and test in the traditional environment. In this case, accommodations cannot be guaranteed.

Faculty should submit all testing materials to AAS by 8 AM the business day before (table below for reference). This includes the testing agreement (must be completed in AIM), the actual exam, instructions, and passwords. All materials must be sent to dstesting@astate.edu, delivered as a hard copy to the AAS office, or uploaded to AIM. If test materials are not received by the deadline, faculty are responsible for working with the student to proctor the exam/quiz in the classroom/department setting with approved accommodations.

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

Testing Processes and Procedures

- We encourage faculty to administer accommodated exams and quizzes for their classes (if reasonable), as it will give the student a timely response to questions and presents other substantial benefits for students and faculty. Our staff is happy to provide training or clarifications to assist with this process so that we 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.
- When submitting exam/quiz materials, digitally or as a hard copy, ensure the name of the class, or CRN, is at the top of the exam to help AAS effectively facilitate exams/quizzes that might be from the same instructor teaching multiple courses and other similar

situations.

- Students testing with AAS should take their exams/quizzes on the same date and at the same time as the class whenever possible. In some cases, due to extended time accommodations or AAS operating hours, adjustments may be necessary. Any 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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