



Academic Testing Center Instructions

TestingCenter, Coe College <testingcenter@coe.edu>

Thu, Sep 16, 2021 at 2:14 PM

Reply-To: testingcenter@coe.edu

To: All Faculty/Staff <allfacultystaff@coe.edu>, All Students <allstudents@coe.edu>

Dear Students and Instructors,

The fall term is in full swing and you may be having exams in many of your courses. This is a reminder of the steps for scheduling an exam in the Testing Center.

Please keep in mind that this process requires communication and collaboration between the Testing Center and the instructor. Testing requests that are submitted less than 1 business day in advance of requested testing time may have to be rescheduled to allow for this process.

STUDENT

1. Speak with your instructor for approval before scheduling an exam with the testing center.
2. Go to my.coe.edu and click on the **STUDENT** tab.
3. Scroll down to the Academic Support section where you will see [step by step instructions](#) on how to schedule your exam under:

Test Proctoring

To schedule an exam in the testing center:

3. Send the completed form as an attachment to: testingcenter@coe.edu
4. The Testing Center will send you a confirmation and notify the instructor of your request.

How to take an exam in the testing center:

1. On the assigned date and time, come to the Testing Center in the Lower Level of Stewart Memorial Library to take the exam.
2. Bring writing utensils and any testing materials allowed by the professor.
3. Masks are required. Hand sanitizer is available.

INSTRUCTOR

1. Instructors will receive an email from testingcenter@coe.edu containing an attached testing form that was submitted by the student and an infographic giving instructions for downloading and filling out the form.
2. The instructor will fill out the right hand side of the form.
3. **Please return the form and send the exam and any supplemental materials to:** testingcenter@coe.edu **prior to the scheduled exam time.** We will print it and give it to the student when they arrive.

Questions or comments: you may contact us Monday - Friday 8am - 4pm at ext 8547 or email: testingcenter@coe.edu.