



Finals in the Testing Center

TestingCenter, Coe College <testingcenter@coe.edu>

Wed, Nov 3, 2021 at 12:09 PM

Reply-To: testingcenter@coe.edu

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

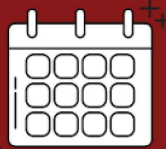
Scheduling final exams in the Learning Commons

Signup for students with academic accommodations begins Nov. 8th
Signup campus wide begins Nov. 18th

Scheduling:

For students to schedule:

- Go to my.coe.edu
- Click "student" tab
- Scroll to "Test Proctoring"
- Follow instructions to save and fill PDF
- Return saved PDF to testingcenter@coe.edu



Extended time finals will be scheduled at 8 AM and 12 PM

All other exams will be scheduled at 8 AM, 10 AM, 12 PM and 2 PM

Students & Faculty receive



email confirmations after student submits a request

Faculty fill out



Testing form

with instructions and details. Each exam request needs its own completed form.

Faculty submit



Via email or in person Form & Exam or Exam PDF

Please Note:



The testing center attempts to ensure a secure exam space but cannot monitor a student's laptop screen for electronic or moodle exams.



The testing center strives to accommodate everyone. During finals, space will be limited so it is important to schedule early.



The Testing Center is unable to provide testing for students wanting to take exams early.

Questions or Concerns?

Call X8547 or email testingcenter@coe.edu

If you are unsure how to schedule an exam:

After you have your instructor's permission to test in the testing center,
log onto my.coe, [click on this link](#) and download the form.
Complete the left side of the form, save it with the changes and email it to testingcenter@coe.edu.

Coe College Testing Center

Lower Level; Stuart Memorial Library

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