CASAA TESTING PROCEDURE

ALTERNATIVE EXAM REQUEST

Students whose extended exam time conflicts with a subsequent class may request to have an alternative exam time via discussion with CASAA coordinator



PERMISSION

CASAA contacts appropriate faculty to discuss alternative time arrangements for exam and obtain faculty approval



APPROVAL

Student informed of alternative exam time



EXAM REQUEST

Student requests to take their exam at CASAA via portal, email, or sign up in exam book including separate room, reader, etc.



NOTICE

Appropriate faculty emailed by CASAA stating student has requested to take exam with CDS including student name, date, course number and time of class/exam. Faculty asked if they would like to drop off, email or have exam picked up



CONFIRMATION

Faculty confirms student taking exam at CASAA via email or by supplying exam to CDS; upon receipt, exams locked in file cabinet until exam time



EXAMS

Students arrive at designated time and given exam. Exams are returned to faculty upon completion.



PROCTOR

CASAA schedules proctors for exam days and times



PROBLEMS

Proctors immediately advise Coordinator of any questions, issues and problems during exams; Coordinator contacts faculty if necessary for clarification and

advisement



EXAMS

Proctors arrive 15 min to exam time, pick up exam from professor if necessary, pick up exam from CASAA coordinator if already in locked drawer; greet student and take to exam room; monitor student during exam



EXAM COMPLETION AND RETURN

Proctor to return completed exam to CASAA coordinator; Coordinator seals exam in confidential envelope; Coordinator or proctor returns exam to faculty