

Academic Support Update: Testing in the Galesi Family Student Success Center, Spring 2018

1. Students taking **make-up exams** are free to test in the Student Success Center during the following days/times: Mondays – Fridays, 1:00pm – 4:30pm

Students taking make-ups no longer need to schedule in advance if they can begin and complete the examination in the time frame given. An AmeriCorp staff member is the proctor for make-up examinations.

2. Students who receive **testing accommodations** and who wish to enact them need to continue to schedule exams with Holly Kilby (hkilby@averett.edu) at least three days in advance.

3. Special needs students have a **testing agreement form** to obtain from Holly Kilby (hkilby@averett.edu) at least three days in advance of the test.

- When a testing time is scheduled, it is noted on the agreement, and the document is then signed by both the coordinator and student.
- The student then takes the document to his/her professor.
- The testing agreement alerts the professor to the scheduled time and allows the professor time to send the examination(s) to the Student Success Center in a timely manner.
- The document also ensures that the special needs student is clearly communicating with both the Coordinator of Academic Support and professor(s).

4. Holly Kilby (hkilby@averett.edu) proctors the majority of exams for special needs students; testing responsibilities are shared with fellow staff members and occasionally with CRLA trained student workers.

5. Make-up exams and exams for special needs students should be sent to the Student Success Center at least a day in advance.

6. Exams are often hand-delivered as soon as possible. If you would like to obtain the exam in a different manner, please inform Holly Kilby (hkilby@averett.edu).

7. Blank and completed exams are kept under lock and key. Incomplete, blank exams left in the Student Success Center after testing dates will be shredded.

8. If your office/classroom location is not on the Main Campus, please continue to feel free to use our testing services for make-up examinations; however, please realize that professors are not required to have students complete make-up examinations in the Student Success Center. If it is more convenient to test at your location, then please do so.