



Testing Services Booking Guide for Instructors

Step 1: Place the exam and all required materials in a 9 x 12 envelope

Exams that are not in envelopes tend to get caught between envelopes and invigilation forms of other exams, which can lead to them being misplaced. Please include formula sheets and other relevant material that students require to complete the exam into the envelope.

Step 2: Complete all parts of the Testing Services Invigilation Form and staple to the envelope

Testing Services typically invigilates 50 to 100 different exams each day, which is a challenge to coordinate at times. The invigilation forms are very important for tracking and organizing exams and for informing Testing Services staff of your requirements for exam invigilation. Exams should be scheduled to start and end at specific times. When students start writing at set times, we can track how much writing time each student has been given and collect the exam when the time is up.

Step 3: Deliver the exam to Testing Services by 3:00 pm the business day before the student is scheduled to write

Testing Services staff need the exam the day before to allow time to input the exam information in a database, file the exam securely, and organize the exams per start time the next day. Exams that are dropped off on the same day you want the student to write may get misplaced in the rush of getting students scheduled to write exams started on time.

Step 4: Pick up the exam after the scheduled writing time

Step 5: Please inform students to bring photo identification and check-in at Testing Services least 15 minutes before their scheduled exam time.

If we have 30 people who show up at 1:00 pm to write an exam that begins at 1:00 pm, most students will be unable to start on time as we need to check photo identification and find the exam each student is scheduled to write. In order to provide efficient service, exams and students must be ready.

Note: Please ask about the procedure for booking accommodated exams for students with disabilities, as it differs from the above process.