PROCTORED TESTING – BG CAMPUS

All BG Campus students eligible for testing accommodations must complete the following steps.

1. Schedule an appointment to meet with your professor during his/her office hours at the beginning of the semester. Share your accommodation letter and discuss your approved testing accommodations.

2. Remind and make arrangements with your professor at least one-week before the exam. Find out if your professor will provide your approved accommodations or if you will need to make arrangements with the AS office.
   a. When are you allowed to take the exam?  
      This is decided by your professor. If you need to take the exam at the AS office, our exam proctoring hours are 8:30am – 5:00pm. The latest exam appointment is at 3:00pm, as students must be finished by 5:00pm.
   b. Where will you take the exam?  
      Will the professor provide the location or will you take the exam at the AS office?
   c. If you are completing the exam in the AS office, who is responsible for delivering and returning the exam?  
      Our office does not pick up or return exams, so you and your professor must make these arrangements.

3. Contact AS at least 3 days in advance of the test date to make your exam appointment.
   a. Schedule your appointment online at the AS website - [www.bgsu.edu/accessibilityservices](http://www.bgsu.edu/accessibilityservices). In the upper left-hand corner, click on “Exam Appointments.” Fill in all of the required information, and click “Submit.”
   b. Please be sure to indicate if you are eligible for a reader, scribe, testing environment with limited distractions, or computer.

4. Arrive at the AS office at your scheduled time or your exam will be returned to your professor.