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.**