PROCTORED TESTING – FIRELANDS CAMPUS

All Firelands 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 Teaching and Learning Center, 230 North Building.
   
   a. **When are you allowed to take the exam?**
   This is decided by your professor. If you need to take the exam at the Teaching and Learning Center, hours are Monday – Thursday 8:00am – 8:00pm and Friday 8:00am – 5:00pm.

   b. **Where will you take the exam?**
   Will the professor provide the location or will you take the exam at the Teaching and Learning Center?

3. **Contact the Teaching and Learning Center to make your exam appointment.**
   
   a. Call the Teaching and Learning Center at 419-372-0748 to schedule your appointment.

   b. Instructions for preparing for a test at the Teaching and Learning Center are available online at [http://www.firelands.bgsu.edu/tlc/make-up-proctored-testing.html](http://www.firelands.bgsu.edu/tlc/make-up-proctored-testing.html).