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).