To: Colleagues; Faculty

Subject: Test scheduling procedure through Student Accessibility Services (SAS) Fall 2020

Effective Fall 2019 Student Accessibility Services (SAS) launched a new test scheduling process for students. Students who have been approved for testing accommodations are able to schedule their tests in SAS via an electronic form on our website. **Instructors no longer receive a paper scheduling form from our students.** However, you will receive an **automated email** (from Student Accessibility Services Forms- SHAREPOINT) once a student has scheduled a test with us. The email will be requesting proctoring information from you. Please fill out the requested proctoring information in a timely manner. The procedure will be as follows.

1. It is the student's responsibility to schedule their test in SAS at least **three business days** prior to the date of their test by filling out our online scheduling form.

2. The course instructor will receive an **automated email** (from Student Accessibility Services-Forms SHAREPOINT) after a student has scheduled an exam. Please click the link in the automated email to **provide SAS with the proctoring information** needed. Click "Save" and the proctoring information will be sent to SAS. If you plan to email the exam to Office Manager Jane Eckhoff, jdeckhoff@stcloudstate.edu, you may provide the proctoring info in the email instead.

Proctoring Information Needed: Student's Name – Class – Professor – Amt. of time class is allowed - Assistive materials allowed

3. **Our preferred method of receiving exams** is via email to the SAS Office Manager, Jane Eckhoff, jdeckhoff@stcloudstate.edu to cut down on the amount of traffic flow in our department. If you prefer an SAS staff to pick up the exam, please select this option when you fill out the proctoring information so we can plan for staffing to pick it up the day before the scheduled test.

4. Tests are administered M-F between 8:00am-4:00 pm in Student Accessibility Services, Centennial Hall 202.

5. **Completed tests** will be delivered to your main department office or can be picked up between the hours of 8:00 AM and 4:00 PM Monday thru Friday.

PLEASE NOTE: *** Test Pick up BY SAS will only be at 2:00pm Monday-Friday. Preferred method of test delivery is via email to *jdeckhoff@stcloudstate.edu*.