

instructor to accommodate pop quizzes on a case-by-case basis.

- 2) Test materials can be delivered to SAS in one of four ways along with test administration details:
 - a. Test can be hand-delivered by the instructor to SAS, Herman Hall, Suite 105 a minimum of 48 hours in advance of the scheduled test.
 - b. Test can be emailed to accessibility@wne.edu 48 hours in advance of the scheduled test.
 - c. If the test is in Kodiak and we need a password or any documents it should be emailed to accessibility@wne.edu at least 48 hours prior to the scheduled test.
 - i. Extend the time directly in Kodiak.
 - d. Exams that need to be converted (e.g., large print, braille, scanned into a computer) must be received by SAS with enough time to ensure Assistive Technology has ample time for conversion at least three (3) full business days.
 - 3) All approved SAS accommodations will be granted during a scheduled SAS exam proctoring session.
 - 4) SAS recommends that instructors provide the test in a sealed envelope with the professor's name and course details clearly marked on the envelope.
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- 1) Whenever possible faculty should provide the exam to SAS a minimum of 72 hours before the scheduled exam or within 48 hours of the scheduled exam.
 - 2) When providing the exam faculty should provide test proctoring guidance, including but not limited to the amount of time allotted for the exam, exam instructions, faculty contact information, and additional details as needed.
 - 3) SAS may clarify or answer any content-related questions during a test, as long as the answer does not endanger the integrity of the exam.
 - a. Students should notify SAS Staff or an available proctor if they have a question during a test. SAS staff will contact the instructor by phone or email.
 - b. SAS staff can also be available to accompany students to the instructor

reserves the right to adjust this time at any point during the academic year due to proctor availability.

- Extended hours may be available during times of high need such as mid-terms and finals.
- Summer and Winter hours may vary please contact accessibility@wne.edu for details.
- Students are encouraged to check the final exam schedule available on the Registrar's website for additional information.

- 1) Beginning Fall 2023, students must show a photo ID (e.g., WNE ID Card, Driver's License) when checking in to the SAS Testing Center.
- 2) SAS staff will determine an appropriate location for each student within the SAS Testing Center once check-in is completed.
- 3) Students are encouraged to arrive at the SAS Testing Center 5-10 minutes prior to the start of the test to complete the check-in process.
- 4)

