

Sara Bea Testing Center Policies and Procedures

Please note: Faculty do not need to use the testing center to implement student accommodations, however if you would like to use this service, policy and procedures are included below

Testing Center Hours

All exams must begin after the Testing Center opens and be completed by closing time.

- **Monday–Thursday:** 6:45 AM – 6:30 PM
- **Friday:** 7:00 AM – 2:00 PM

Exam Scheduling

Students are responsible for scheduling their own exams.

- **Advance Notice:** Students must request to take their exams with us one week or more in advance.
- **Faculty Notification:** You will receive an email **4–5 days prior** to the scheduled exam with a list of students registered to test with us.
 - This is your opportunity to review the list for any errors or unapproved dates/times.
 - Please contact us at **sbctest@nd.edu** with any questions or concerns.
- **Reminder Email:** You will receive the same email again **one (1) day before** the exam as a reminder of which students will be testing with us and to upload your exam if you have not already done so.
- **Seat-Based Limitations:** If a student is unable to schedule due to seating capacity, they will have two options:
 - Schedule their exam at the next available time slot (**requires faculty approval**), or
 - Complete the accommodation within your course. We will offer as much support as possible in this case.
- **Departmental Exam Scheduling:** On **Tuesday and Thursday mornings**, due to departmental exams and seating capacity, students must schedule exams to begin between **6:45 AM and 7:30 AM**.
 - This policy ensures efficient use of seating capacity and allows students sufficient time to arrive at their **9:15 AM classes**.
- **Hours of Operation Requirement:** Exams must occur entirely within the Testing Center's hours of operation. Exams outside of these hours cannot be accommodated.

Submitting Exams

Exams and/or exam information must be submitted by 3:00 PM the day before the exam. Please do not email exams or exam information to us.

- **For in-person, paper/pencil exams:**

- Securely upload the exam via [AccessND](#) or drop it off at Sara Bea, 228 Coleman Morse.
- If dropping off, please complete the [Exam Drop-Off Form](#) in advance or when you arrive.
- If you are uploading the same exam for multiple sections, you only need to upload it to one section.
- Need help with uploading? Refer to the resources below or contact us at sbctest@nd.edu:
 - [Step-by-Step Directions Picture \(from home screen\)](#)
 - [Step-by-Step Directions \(pictures and directions\)](#)
 - [Step-by-Step Directions \(video\)](#)
 - [Our Website](#)

- **For online exams:**

- Log in to [AccessND](#) and enter the required exam information. Uploading documents is not necessary.

- **Deadline Policy:** If we do not receive your exam or exam information by the deadline, you will receive an email notification. You will then need to either administer the exam yourself or we will reschedule the student(s) based on availability.

Returning Completed Exams

We offer two options for returning completed exams. Please select only one.

1. **Exam Pick-Up (Fastest Method)**

- Exams will be ready for pick-up at 228 Coleman Morse when students are scheduled to complete them.

2. **Scan/Email**

- Scanned exams will be emailed individually within 24 hours of when students complete their exams.
- Please allow extra time for us to resolve any issues with scans (e.g., blank or missing pages).