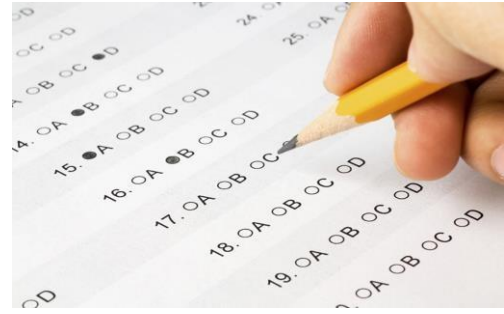


Testing Center Hours and Policies



Monday - Friday:

8 am – 4:30 pm

***Testing Center closed Tuesday and Thursday between 11:30 am – 1 pm**

***Appointments must be scheduled for no later than 3:30 pm**

Where will I take my tests?

All tests will be taken in the test center on Smith third floor. All students must fill out the testing center form [Testing Center Request Form](#) or email the Student Resource Center at least **a week in advance** to schedule a time to take their tests, **before** it is due. Testing Center is mostly available for 3 days (Tuesday, Thursday and Friday). Please email SRC a week in advance if any of these times do not meet your schedule.



DO NOT OPEN OR TAKE ANY TEST OUTSIDE THE TEST CENTER THAT WERE GIVEN TO YOU BY YOUR INSTRUCTOR TO BE PROCTORED AT THE TEST CENTER.

How will I get my tests that need to be taken?

You will need to acquire all quizzes, exams, mid-terms or finals from your instructor or their teaching assistant prior to arrival at the testing center. This means you will need to bring a hard copy of the test with you or have your instructor email it to studentresourcecenter@moody.edu. Please do not ask instructors or teaching assistants at the last minute on the day of the test for a copy to bring to the test center or to be emailed. You should speak with them in advance to see how they would like to provide the test for you. You may want to arrange a regular pick-up time with them on weekly quizzes.

What if I need assistance with taking my tests?

If you need a reader for your test, need to have written instructions clarified or have your scantron marked for you, please email studentresourcecenter@moody.edu to arrange for

someone to be available during the test center hours and it should be informed at least **a week before the test**, or the reader won't be available. Be sure to plan enough time to complete your test during the test center hours.

When must I take my tests?

Important! Your test will be dated with the date you complete the exam at the test center. This means you will want to take the test on or near the same date that your class took the exam. Your instructor will determine if you took the exam within a reasonable time to receive credit.

You may **NOT** take your test over two separate dates. Please **DO NOT BEGIN** your test if you have not been allowed enough time to complete the test in one sitting before the test center closes. You will **NOT** be allowed to come back and complete it at another time.

No test will be allowed to be taken early or unreasonably late. **You cannot take mid-terms or finals early so you may leave campus before your peers who are taking the test.** You are expected to take all tests on or during the days your peers are allowed. You may take another test within five (5) working days of the test date only if approved and due to scheduling problems with the test center. **VIOLATIONS OF THIS POLICY MAY RESULT IN FORFIETING CREDIT FOR YOUR TEST.**

How will my tests get back to the instructor?

It will be sent by the test center to your instructor. A copy will be made and retained for the test center files in case of loss. In some cases, your instructor may request to have the test returned to them immediately after you complete it. A copy will be made, and your test will be placed in a sealed and signed envelope for you to hand deliver to your instructor.

How do I let my instructor know I'm eligible for accommodation?

Letters of Verification for Instructors: You should obtain an updated letter from the Student Resource Center at the **start of each new semester**. Either schedule a meeting with Dr. Sam Murphy or email him at sam.murphy@moody.edu for any accommodation information. You can request to receive your updated letters by email. You are personally responsible for delivering them to the instructor at their office. Their office hours are listed on your syllabus.