



## **Official AAC General Testing Policies**

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The exam proctoring procedure at the AAC is as follows:

- 1) Students initiate the process by making an appointment at least one business day in advance of the preferred appointment time (two or more days advance notice is preferred to make sure professor can be contacted).
  - The AAC assumes that students have permission to take the exam at the AAC
- 2) Students will be given a **Testing Services Request Form** to give to or email to the professor. The **Testing Services Request Form** is also available [online](#). It is the student's responsibility to let his or her professor know that he or she has made an exam appointment.
- 3) Faculty, if they allow the exam to be proctored, **must** bring/email exam to the AAC with the Testing Services Request Form fully filled out and **signed**.
  - Exams will only be accepted for students who have already scheduled an appointment.
  - Professors may not schedule an appointment for a student.
- 4) Students may only take the exam during the time that they have scheduled. If the student misses an appointment, he or she must obtain permission from the faculty member to take the exam on a new date, reschedule the exam, and start the process all over again.
  - If a student misses an appointment the exam will be sent back to the professor the next business morning.

### **Overview of update to proctoring procedures**

#### **Student responsibility:**

- o Make an appointment (at least 1-2 business days in advance)
- o Contact professor about appointment
- o Provide professor with Testing Services Request Form, either in hard copy or electronically
- o Ascertain that exam is delivered to the AAC prior to appointment time
- o Arrive at AAC at scheduled appointment time to take exam

#### **Faculty Responsibility:**

- o Complete and sign the Testing Services Request Form if they choose to permit the student to take the exam in the AAC
- o Deliver or email the Testing Services Request Form and exam to the AAC at least 2 hours prior to the student's scheduled appointment
- o Clearly specify instructions for proctoring exam and returning exam materials

For additional information please contact the AAC at:  
[aac@ltu.edu](mailto:aac@ltu.edu) or 248.204.4120



**AAC Staff Responsibility:**

- Schedule student exam appointments
- Provide students with Testing Services Request form and further instruction
- Confirm to faculty when exams have been received
- Proctor exams according to instructions specified by professor
- Return exams to professor according to instructions specified by professor
- Provide these services in a courteous and consistent manner

Note: The **Testing Services Request Form** and **Testing Services Request Form – Accommodations** (for students with disabilities) are available for download on the AAC website at [http://www.ltu.edu/aac/exam\\_proctor.asp](http://www.ltu.edu/aac/exam_proctor.asp).

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