Testing Guidelines

1. Students must have an approved accommodation letter that is valid for the current academic term.
2. Students must make a Testing Appointment with the Testing Center at least five (5) business days before their scheduled exam. Make a Testing Appointment https://disabilityservices.csus.edu/custom/misc/home.aspx
3. If applicable, students must schedule their testing appointment at a time that is closest to the time that the class is taking the exam unless there are extenuating circumstances, in which case the course professor has final approval of the alternate time.
4. Students should check-in for exams at least ten minutes prior to the scheduled exam time. Students who arrive fifteen or more minutes late for a scheduled exam, will not be admitted to the proctoring session.
5. Testing Center Staff are not allowed to modify scheduled testing appointments. Your professor must contact the Testing Center via email at testingcenter@csus.edu to make any modifications to scheduled test dates and times.
6. You should review your class schedule to ensure that you have sufficient breaks between class meetings to allow for proctoring of your quizzes and exams, especially if you are approved for additional time on quizzes and exams.
7. All reports of academic dishonesty or failure to comply with the Testing Center guidelines will be reported to the Student Conduct Office and/or the appropriate faculty/administrator.
8. For security purposes the Testing Center utilizes video monitoring throughout the testing session, and all proctored test sessions are recorded.

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