FAQs: Exam Requests in the ASC

Q: **When do I need to submit my exam by?**
A: Exam requests MUST be submitted three business days prior to the exam; however, students are welcomed and encouraged to submit their requests as early in the semester as they would like.

If your exam is scheduled for:	Your request must be submitted by end of day on:
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Q: **How do I fill out the Exam Request form?**
A: Visit bit.ly/ASCTesting to complete the form. Please complete each of the fields in the form and remember to click submit. The form is then routed to the ASC where it will be held until two days prior to your exam. At that point, we will forward it on to your faculty for final approval and to retrieve/acquire your exam.

Q: **What if I need to take the exam at a different time than the class?**
A: You must receive approval from your professor before filling out the test request form if testing outside of class time. After you receive their approval, *indicate the time your professor approved you to reserve a seat in the ASC on the test request form.*

Q: **What if I submit my exam request late?**
A: The ASC cannot approve late exam requests. The above timeline is critical, as it takes time to work with your faculty to ensure we have your exam and can administer it to your faculty's specifications. If you have missed the deadline for your exam request, please reach out to your professor about alternative testing options.

Q: **What if I don't submit an exam request at all?**
A: The ASC will not be able to accommodate you for an exam a form was not submitted for. We will not have had the opportunity to acquire the exam or instructions for administering it. You should test with your class or reach out to the professor directly for alternative testing options.

Q: **How do I know the ASC received my exam request?**
A: You will receive an email from notify@quickbase.com with the subject "Testing Accommodations Request Update" two business days before your exam.

Q: **What do I do if I don't get an email that my request has been approved?**
A: Email Assistant Director for Accessibility Resources, Katrina Meehan, and she will confirm we received your exam request. Please do not submit additional requests for the same test.

Q: **How will I know my professor approved my exam?**
A: You will receive an email from notify@quickbase.com that your professor has approved your exam. There are some cases in which the professor will work directly with our office and does not approve the request through our online system. Don't worry if you do not receive a notification that your professor has approved your exam – as long as you receive the email that the ASC approved your request, you should come to the testing center for your exam.

Q: **What do I do if I have another class immediately after the class I have my exam in?**
A: Ask your professor if it's ok to take your exam a little earlier than the class.
For example: You have an exam in your 9am class, but also have a class at 10am. See the table below to understand how much time you are entitled to so you ensure to schedule appropriately.

Note: It is your responsibility to ensure you have enough time to test with your extended or double time. The ASC will not provide an excuse for an absence or tardy.

Q: How much time do I receive if I have extended or double time?
A: Students receive 50% extended time or 100% extended time when entitled to double time. Please refer to the chart below:

Standard class times:		
Length of exam	*Extended time*	*Double time*
50 minutes (M/W/F)	75 minutes (1 hour, 15 mins)	100 minutes (1 hour, 40 mins)
1 hour, 15 min (TH)	2 hours	2 hours, 30 minutes
Other variations:		
Length of exam	*Extended time*	*Double time*
60 minutes	1 hour, 30 minutes	2 hours
2 hour lab or FINAL	3 hours	4 hours

Q: What if my exam is during a lab class?
A: Please see the chart above.

Q: Am I allowed to go over my allotted extended time?
A: No, we can only allow you to test for the amount of time to which you are entitled unless we have received special instructions from your faculty member.

Q: Can I be notified if my allotted test-taking time is almost up?
A: Yes, please let us know if you would like a notice that time is expiring, and we will do our best to accommodate.

Q: What are the ASC's office hours?
A: The ASC is open Monday – Friday, 8am to 5pm. Requests to test outside of business hours cannot be accommodated. We are happy to work with you and your faculty member if you are taking an exam scheduled outside of these hours.

Q: What are the office hours during breaks and holidays?
A: The ASC testing center follows Berry College official holidays. While we are open during general breaks throughout the semester, we will not be open on official college holidays when campus is closed.

Q: What do you mean by "business day?"
A: A business day means a day during which the ASC's Accessibility Resource office in Evans Hall is open. These are the days between and including Monday through Friday, and do not include public holidays and weekends. If Berry College is closed, the ASC is closed. For example: Thanksgiving and the Friday after would not count as business days, as the office is closed. Exam requests should be calculated based on days the office is open.

Q: What do I do if my professor moves my exam to a different day after I have submitted my exam request?
A: Email Assistant Director of Accessibility Resources, Katrina Meehan, or Office Manager, Kim Sippel, and they will manually change your request. Do not submit a new request.

Q: What materials am I allowed to take in to the testing center?
A: Only materials that your professor has indicated on your exam approval form will be allowed in the testing center. Non-essential items (including smart watches) must be left in the cubbies in our lobby.

Q: I am not a client of the Academic Success Center, can I still take my exam in your testing center?
A: For reasons including capacity and privacy, only registered clients of the Academic Success Center can submit a request to test in the testing center.