

ANU Testing Services Faculty Communication Guide

Instructors are responsible for communicating their proctoring plan for any assessments in their course to students with ANU-approved test accommodations.

Students are instructed to contact professors about utilizing their test accommodations. The full list of students with ANU test accommodations may be found in the [ANU Faculty Portal](#).

Communication Methods to Maintain Student Confidentiality:

- Email the class at large about accommodated testing
- Bcc all students with test accommodations on an email sent directly to them
- Email students with test accommodations individually

Information to Provide Students for Exams Proctored by Professor/TA:

- Date, time, and location for accommodated exam proctoring
- Details about accommodation plans (e.g., separate room, extended time)

Information to Provide Students for Exams Proctored by Testing Services:

- Inform students that their exam will be proctored at Testing Services and provide date and timing parameters per the Testing Services Proctoring Agreement.
- Communicate any allowable aids (e.g., notes sheet, calculator) students may access.
- Students who will take an exam at Testing Services must schedule an exam appointment at least 1 week in advance through the [ANU Student Portal](#).
- Students will come to the Testing Services Check-In Desk at 2122 Sheridan Rd 2nd Floor for their exam appointment. Photo ID (e.g., Wildcard, government issued ID) is required for testing.

Testing Services Exam Student Email Template:

(Send at least 2 weeks before the scheduled exam and customize fields in ALL CAPS)

GREETING,

Your upcoming exam for COURSE on DATE will be proctored at the Testing Services office. The exam is scheduled for TIME (include any flexibility or other timing considerations). In order to use your test accommodations, you must:

1. Schedule an exam appointment in the [ANU Student Portal](#) at least 1 week in advance
2. Come to the Testing Services Check-In Desk at 2122 Sheridan Rd 2nd Floor for your exam appointment
3. Bring your photo ID to Testing Services
4. You are allowed the following aids during the exam: LIST

If you have questions about the exam, please contact PROFESSOR/TA. For questions regarding your test accommodations, please contact testing@northwestern.edu.