

## ANU Testing Services Student Communication Guide

Testing Services works with students and instructors on the Evanston campus to provide proctoring support to students with ANU test accommodations. Students are responsible for timely communication with their instructors and Testing Services around use of all test accommodations.

### Beginning of Quarter:

- Request accommodations for any courses in which you will use them through the [ANU Student Portal](#).
- Your instructor will receive a letter from ANU confirming your accommodations.

### At Least 2 Weeks Prior to an Exam:

- Contact your professor in person or via email that you plan to use your test accommodations.
- Inquire about the proctoring plan for the course.
- Your professor may:
  - Plan to proctor your exam with accommodations and should provide exam details
  - Plan for you to take your exam at the Testing Services office

### At Least 1 Week Prior to an Exam at Testing Services:

- Submit an exam appointment request at least 1 week in advance through the [ANU Student Portal](#).
- You will receive a confirmation email when your exam appointment is approved.

### Day of Exam Scheduled at Testing Services:

- Come to the Testing Services Check-In Desk at 2122 Sheridan Rd 2<sup>nd</sup> Floor 5-10 minutes before your exam time.
- Bring a photo ID (e.g., Wildcard or government issued ID) and any allowed aids to your exam.

### Testing Services Exam Student Email Template:

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

GREETING,

I am a student enrolled in your CLASS NAME course. I plan to use my ANU test accommodations for exam this quarter. LIST THE ACCOMMODATIONS YOU WILL USE. I wanted to inquire about your proctoring plan for the quarter. Will you arrange to proctor exams with accommodations, or will exams be proctored through Testing Services?

Thank you,