

TESTING SERVICES

QUICK LINKS

- [Instructor Guidelines](#)
- [Testing Services Website](#)
- [How to set up a proctored exam](#)
- [Testing Policy](#)
- [Updated Syllabus Test Write-Up \(LINK!!\)](#)



PLEASE COMPLETE AN ONLINE EXAM COVERSHEET

We would like to emphasize the importance of completing an online exam coversheet for all online exams. The coversheet provides important instructions for outside proctors, including guidance on accessing and using platforms (such as Honorlock, Connect, and other websites), a formal written record of the exam information, including the password when applicable. A template is available on the SSC Testing Services website to streamline the process. We can assist you with creating your online exam coversheets.



MAKE-UP AND EARLY EXAMS

Email [Testing Services](#) regarding any make-up or early exam requests. We are unable to administer exams outside of the scheduled exam window without written approval from the instructor. To help us coordinate these appointments efficiently, include the following information in your email

- **Student's name**
- **Course information**
- **Exam instructions**
- **Exam materials**

Providing all necessary exam materials in advance of the student's scheduled appointment helps us provide a smooth testing experience for our students.

TESTING APPOINTMENTS AND FINALS

- Students must schedule their testing appointment **at least 24 hours in advance**. Students without an appointment will not be able to test.
- Please direct students to the **UAF Student Success Center's Proctored Exams website** for scheduling and testing information. Note: Do not use the former eCampus testing website.
- Please use the pre-approved proctor link on the **UAF Student Success Center website**. Note: Do not use the Airtable link.
- Extended hours are available during finals (12/9 - 12/11). The testing window will be open from 8:30 a.m. to 8:00 p.m. during finals to accommodate increased testing needs.

REACH
OUT FOR
SUPPORT

