

# TESTING SERVICES

## QUICK LINKS

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## SUPPORTING ACADEMIC INTEGRITY

Testing Services partners with faculty to provide a secure, fair, and consistent testing experience for students. If an examination must be taken off campus, students are responsible for arranging a reliable testing environment, such as a testing center at a college or university, a public library, or a military education center.

If an alternative proctor is needed, the instructor must approve the proctor in advance and send testing materials to the approved proctor. The approved proctor must be a neutral third party with no personal, professional, or familial relationship to the student.

Students who need assistance finding a proctor may consult [the list of pre-approved proctors](#) provided by Testing Services or contact our office.

## SYLLABUS INCLUSION

Please be sure to include information in the syllabus explaining how students can sign up for proctored exams with us, including the registration process, scheduling requirements, and any applicable deadlines.

## MEET THE TEAM!



Megan Anderson  
SSC Services Coordinator



Sarita (Sara) Borkovec  
Lead Testing Associate



Ashlyn Decker  
Testing Services Assistant

## SET UP YOUR EXAMS EARLY

Please add your testing windows to RegisterBlast by 9/4 to allow students to schedule their exams. Exam files (in PDF format) may be uploaded at a later date; however, please submit them at least a week before the start of the testing window.

Please note that each exam file must include a coversheet as the first page.

[PAPER COVERSHEET](#)

[ONLINE COVERSHEET](#)

## OPTIONS FOR ONLINE & MAKE-UP EXAMS

Honorlock may be a suitable option for Canvas-proctored exams. It provides a secure virtual proctoring process that integrates seamlessly with Canvas, offering students greater flexibility when completing exams remotely.

For makeup exams, please provide written approval (via email) to [uaf-testing@alaska.edu](mailto:uaf-testing@alaska.edu) before the student's scheduled appointment time. Ensure that the exam is available in RegisterBlast or attach the exam file to your email when submitting approval.

## REACH OUT FOR SUPPORT

