

OAS Testing Guidelines and Protocols

- Testing appointments can be made through email, by phone, in person, or through the Accommodate Student Portal
- Students must adhere to scheduling testing appointments **at least one week in advance**. OAS encourages scheduling exams/quizzes with ample advanced notice. One week is just the minimum. Any appointments requested less than one week will not be accepted.
- If a student is requesting a testing appointment through email, please direct all requests and testing communication via the OAS office email, accessibilityservices@kean.edu. For email, phone, and in person requests, please make sure to include all information needed to officially schedule an appointment. The information includes the course (ex. MATH*1000-02), the name of the professor, the professor's Kean University email, the date and time of the requested appointment, and if the Testing Accommodation Form (cover sheet) has or has not already been provided to the professor.
- Students must fill out part one of our Testing Accommodation Form. After you have filled out the requested student information, you must present the form to your professor for them to fill out part two so they are able to send it to OAS via email or return it in person. **It is the student's responsibility to provide the form to their professor.**
- Once the student receives confirmation about their appointment, our office will be in contact with their professor for further instructions on receiving the needed materials.
- Please make sure professors deliver the exams/quizzes to the OAS office either in person or through email. **OAS does not pick up or drop off exams.**
- A reminder email about exams will be sent out either the week before or the week of your appointment. All testing appointments will take place in the OAS Testing Room (Downs Hall Room 122) unless stated otherwise.
- Students, please make every effort to arrive for the scheduled appointments 5-10 minutes prior so the exam/quiz can be started on time. Every minute a student is late, it is time that will be lost to take the exam. Additional time will not be added to the end of the exam/quiz (unless stated otherwise by the proctor).

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- The Wellness Center closes from 12pm-1pm for lunch each day. If a student has an appointment between that time, please call or send an email for assistance with entry via 908-737-4910 or accessibilityservices@kean.edu
- Exams will be proctored or monitored to uphold the University's Academic Integrity Policy.