Testing Procedures for Faculty

1. In an initial meeting to discuss accommodations, the student and instructor will determine how testing will be handled for the particular course.
   a. If an instructor is able to make appropriate arrangements for a student to take their exam with the rest of the class or at an agreed upon time and the student’s accommodations can be fulfilled, SAEO does not need to be involved.
   b. If appropriate arrangements can’t be made or proctoring assistance is needed for any reason, SAEO can proctor any and all accommodated exams.
2. If a student needs to take their exam with SAEO, a minimum of one week prior to each exam (two weeks prior to final exams), they must contact the Testing/Accommodations Coordinator in person (ideally) or via email to schedule their exam.
3. Once the exam is scheduled and confirmed, student must immediately inform their instructor that they will be taking the exam with SAEO.
4. Once informed that a student will be testing with SAEO, the instructor will deliver in person or via email a completed Testing Form along with the student’s exam to the Testing/Accommodations Coordinator a minimum of 24 hours before the scheduled start time.
5. Based on the option the instructor indicated on the Testing Form, SAEO will have the completed exam available for pick up immediately following the student’s appointment or will return via email within 48 hours.

TEST DELIVERY/PICK UP LOCATION

VCU Student Accessibility and Educational Opportunity
University Student Commons, 1st Floor, Room 102 907 Floyd Avenue
Richmond, Virginia 23284
Email: saeotestadmin@vcu.edu / Phone: 804-828-2253

TEST SCHEDULING, CANCELLATIONS, AND CHANGES

1. Professors/Instructors are responsible for communicating testing window requirements to students. SAEO does not verify initial appointments made by students.
2. Professors/Instructors must approve any and all changes related to testing windows or administration parameters that are noted on the Testing Form in person, phone, or via email.