SHAC Testing Services Guidelines

If you choose to use SHAC Testing Services, you should abide by the guidelines and policies set forth below.

1. At the beginning of each term, we recommend that you **meet with each of your instructors to discuss your accommodations and the testing process.** Is your instructor able to provide your accommodation or will you take your tests through SHAC Testing?

2. If you and the instructor agree that you will use SHAC Testing Services to take your tests, schedule your appointments at least 7 days in advance and notify your instructor that you have scheduled your exam. You may schedule with SHAC Testing Services in person, by calling 503-725-5301 or by emailing testing@pdx.edu.
   - Before scheduling your exam, work with your professor to find out how long the exam will be and the deadline.
   - Exams taken with SHAC Testing Services must be started and completed between 8:00 -5:00.

3. Remind your instructor 3-5 days prior to your scheduled exam that you will be using SHAC Testing Services. It is the instructor’s responsibility to deliver the exam and proctoring form to SHAC Testing Services.

4. Be on time for your test appointment and ready to take your exam. Bring your photo ID and permitted testing materials such as a scantron or calculator to your appointment.

5. It is your responsibility to notify SHAC Testing Services and your instructor if you are unable to come to your scheduled appointment.

6. **An exam will not be administered if it is past the deadline set by your instructor.** If you cannot take your exam on the scheduled day (e.g. illness, time conflict), contact your instructor. Your instructor will need to notify SHAC Testing Services if they agree to extend the deadline.

7. If you are more than 30 minutes late for your appointment, SHAC Testing Services will cancel your appointment and you will need to reschedule for the next available appointment time or take your exam with the class.

8. No watches (*all testing rooms have wall clocks*), cell phones, pages, iPads, Fitbits, or any electronic devices of any kind, purses, hats, backpacks, food, or drinks, may be taken into the testing room. However, there are secure lockers to store your items.

9. You may not leave the Testing Services facility during your exam, so make sure your parking is paid up and other non-testing related issues are addressed prior to starting your exam. If you receive breaks as an accommodation, you must stay within the view of the proctor unless you are using the restroom.

10. In taking your exams in the SHAC Testing office, you agree to abide by Portland State University’s Code of Conduct and Testing Services guidelines. Violations will be reported to the University Conduct and Community Standards office, the instructor, and the Disability Resource Center.

For questions about SHAC Testing Services, please contact them at 503-725-5301 or testing@pdx.edu.