## Online Course Examination Instructions

### PURPOSE
- The Online Course Examination program is a service offered to **Online Courses ONLY**.
- The program may provide greater flexibility for students when taking an exam.
- The Testing Center has a limited number of spaces. If you have a large number of students in your course, we encourage you to select a “Common Final” exam time by contacting the Scheduling Office first, then using the Testing Center as a supplement for students who can’t make the scheduled final.
- The program is not intended to be a substitute for brick and mortar classes to send their students. If you have a student who missed your in-class exam, please see the Make-Up Exams section.

### SUBMIT A REQUEST
- Request forms are available on our website: [http://testing.osu.edu/](http://testing.osu.edu/).
- The request form must be filled out in its entirety—the Testing Center will make no assumptions on incomplete items and there are no default responses.
- Once completed, requests can be submitted in person at the Testing Center or via email to [esue-testing@osu.edu](mailto:esue-testing@osu.edu).

### SUBMIT EXAM MATERIAL - Faculty
- All exam materials must be submitted to the Testing Center by faculty or the section teaching assistant. Departmental staff cannot submit materials on behalf of instructors.
- Exam materials can be submitted in person at the Testing Center or by email.
  - Note: if submitting by email, it must originate from an Ohio State email account
- To ensure security and clarity, the Testing Center does not accept faxed exam material.
- All student instructions for completing the exam must be included.
- Exam material and request must be submitted before a student can register for an appointment.
- Please include a list of students in your course along with the request form.

### STUDENT APPOINTMENT SCHEDULING
- For students to schedule an appointment, instruct them to visit our website: [http://testing.osu.edu/](http://testing.osu.edu/). We do not schedule appointments over the phone or in person.
- Students and instructors must be in communication about the student’s scheduled appointment. Testing staff cannot proctor a make-up exam if we have not received the materials or if the student scheduled outside of the testing window.
- Exam materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.

### EXAM MATERIAL PICK-UP
- The Testing Center will notify the instructor, within 24 hours, that the student has completed their make-up exam within the given testing window.
- The exam materials can be picked up based on how the instructor indicated on the request.
- The preferred method for pick-up is in person at the Testing Center. Materials are only released to the instructor or section teaching assistant after the BuckID has been verified.
- If requested, the Testing Center can also scan and email exams to the instructor or teaching assistant’s University-affiliated email within 24 hours of the appointment. In doing so, the Testing Center will ask for confirmation of receipt. Once confirmation is received, the exam is destroyed.
- If the scan is not legible, the Testing Center will hold the exam until it is picked up in person.

### MISCELLANEOUS
- General questions should be directed to [esue-testing@osu.edu](mailto:esue-testing@osu.edu) or (614) 292-2241.
- Make-Up Exam Request forms, Instructions for Instructors, and Instructions for Students are all available for download on our website.