



## Online Course Examination Instructions

<b>PURPOSE</b>
<ul style="list-style-type: none"> <li>The Online Course Examination program is a service offered to <b>Online Courses ONLY</b>.</li> <li>The program may provide greater flexibility for students when taking an exam.</li> <li>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 “<a href="#">Common Final</a>” 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.</li> <li>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.</li> </ul>
<b>SUBMIT A REQUEST</b>
<ul style="list-style-type: none"> <li>Request forms are available on our website: <a href="http://testing.osu.edu/">http://testing.osu.edu/</a>.</li> <li>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.</li> <li>Once completed, requests can be submitted in person at the Testing Center or via email to <a href="mailto:esue-testing@osu.edu">esue-testing@osu.edu</a>.</li> </ul>
<b>SUBMIT EXAM MATERIAL - Faculty</b>
<ul style="list-style-type: none"> <li>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.</li> <li>Exam materials can be submitted in person at the Testing Center or by email. <ul style="list-style-type: none"> <li>Note: if submitting by email, it must originate from an Ohio State email account</li> </ul> </li> <li>To ensure security and clarity, the Testing Center does not accept faxed exam material.</li> <li>All student instructions for completing the exam must be included.</li> <li>Exam material and request must be submitted before a student can register for an appointment.</li> <li>Please include a list of students in your course along with the request form.</li> </ul>
<b>STUDENT APPOINTMENT SCHEDULING</b>
<ul style="list-style-type: none"> <li>For students to schedule an appointment, instruct them to visit our website: <a href="http://testing.osu.edu/">http://testing.osu.edu/</a>. We do not schedule appointments over the phone or in person.</li> <li>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.</li> <li>Exam materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.</li> </ul>
<b>EXAM MATERIAL PICK-UP</b>
<ul style="list-style-type: none"> <li>The Testing Center will notify the instructor, within 24 hours, that the student has completed their make-up exam within the given testing window.</li> <li>The exam materials can be picked up based on how the instructor indicated on the request.</li> <li>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.</li> <li>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.</li> <li>If the scan is not legible, the Testing Center will hold the exam until it is picked up in person.</li> </ul>
<b>MISCELLANEOUS</b>
<ul style="list-style-type: none"> <li>Students with disabilities must register and work through the Office of Disability Services. Visit <a href="http://www.ods.ohio-state.edu/">http://www.ods.ohio-state.edu/</a> for more information.</li> <li>General questions should be directed to <a href="mailto:esue-testing@osu.edu">esue-testing@osu.edu</a> or (614) 292-2241.</li> <li>Make-Up Exam Request forms, Instructions for Instructors, and Instructions for Students are all available for download on our website.</li> </ul>