

## Testing

The Academic Success Center (ASC) provides make-up testing, SAS, and on-line proctored, testing services to Kent State University faculty and students. It is at the discretion of the faculty member to choose whether to offer a make-up exam. If a faculty member chooses to offer a student a make-up exam, a staff member from our office will proctor that exam in a secure and quiet facility.

Faculty members are asked to complete an [Exam Cover Sheet](#) for each student. Once a faculty member has authorized a make-up exam, students should contact Teresa Bates at [tbates@kent.edu](mailto:tbates@kent.edu) or stop by the Academic Success Center (ASC) to schedule their exam.

Test takers should prepare for the test with the following:

- A scheduled proctoring services appointment, which can be completed by phone, e-mail or a personal visit to the Library
- A 48 hour advance notice is required (Allied Health programs are exempted)
- Students are to present their Kent State ID in order to take the make-up exam

The Academic Success Center (ASC) only keeps exams for **5 days** and either returns or destroys all untaken tests at the end of each week.

Faculty authorizing make-up exams should provide a copy of the test to the Teresa Bates, either by hard copy or by e-mail, along with the Exam Cover Sheet. Faculty will be notified once a student makes their appointment. Student's test will be returned to your mailbox, unless otherwise noted. Please contact Teresa Bates by e-mail at, [tbates@kent.edu](mailto:tbates@kent.edu) or 440-964-4255 (44255) or 44304, with any questions or concerns.

To schedule any testing service or to learn more about our testing center, please contact Teresa Bates at the Office of Academic Success located in the Library, room L 115A.