

# Printing of Exams for the Centre for Academic Testing

## Purpose

- To outline the procedure(s) required for the printing of exams to be written at the Centre for Academic Testing by students who are accommodated through Student Accessibility Services.

## Professor Responsibilities

- If the exam requires a **scantron**, it is to be printed at Trent University's Campus Print (print shop) and the correct number of copies are to be sent to the Centre for Academic Testing. This is accomplished by filling out the comments portion of the request form being submitted to Campus Print.
- Regardless of whether or not the exam requires a scantron, Professors are to provide an **accessible version** of the exam through the SAS Portal five (5) days ahead of the date the exam is scheduled to be written.
  - We are defining an 'accessible digital copy' as a conversion-ready document which is typically the source file and format in which the exam has been authored.
- As applicable, Professors are to provide the Centre for Academic Testing with scratch cards, or any other specialized paraphernalia, that are required for the exam.
- Professors are to complete the **Instructor Info** tab in the SAS Portal with contact information and pertinent instructions for the exam.
- Professors (or designated alternates) will collect the completed exam(s) the day following the exam having been written at the Centre for Academic Testing.
- If the exam does not require a scantron, and the Professor does not supply the accessible electronic format to the Centre for Academic Testing five (5) days before it is to be written, they are responsible to ensure the **correct number of hard exam copies are supplied** the Centre for Academic Testing **72-hours in advance** of the writing date, with an **electronic version also required** for students using accessible format.

## Centre for Academic Testing Responsibilities

- The Centre for Academic Testing will print the exam IF a scantron is not required **and** IF the exam is submitted more than 5 days in advance.
- The Centre for Academic Testing will liaise with Campus Print for drop off and retrieval of exams that require a scantron.
- The Centre for Academic Testing will provide SAS students with a copy of the exam.
- The Centre for Academic Testing will adjust times of students' exams according to their accommodated needs. On the occasion a student writes at a different time than their class is scheduled to write, the Exam Centre will provide a Confidentiality Agreement to be signed by the student.
- The Centre for Academic Testing will collect and package up the finished exam(s) to be given back to the Professor (or designated alternate) the following day.