



**Examination Policy  
Alpha Scholars Program  
Abilene Christian University**



Students who wish to receive accommodations for exams must notify Alpha in advance for each exam. Students who fail to notify Alpha according to the requirements described below should plan to take their exam unaccommodated.

#### Signing Up For Exams

1. For exams during the semester, Alpha requires 72 hours advance notice. This rule applies to changes to schedules as well.
2. For final exams, Alpha requires 2 weeks advanced notice (14 days prior to “Dead Day”).
3. Students *must* take exams at the same time that the exam is proctored in the classroom. Exceptions to this may include...
  - a. Overlap of exams due to extended time and/or chapel
  - b. Classroom exams proctored after normal Alpha hours of operation.
4. All exams must be completed during Alpha hours of operation. M-T, 9am - 4pm and Fridays from 9am to 1:30pm. Final exams will be extended into evening hours.
5. Student notify Alpha of upcoming exams by scheduling their exam online at [alphatesting.youcanbook.me](http://alphatesting.youcanbook.me).
6. Students must notify the testing administrator directly (in person, via phone, or by email) of changes in exam time.
7. If student is eligible for a “reader”, the reader must be requested at the time of sign-up.

#### Conduct During Exams in Alpha

1. Students must be on time for their exams. If a student is more than 15 minutes late the exam will be returned to the instructor.
2. The only items allowed in the testing room are approved exam materials and water in a clear bottle. Students must leave all bags, hats, and electronic devices in the designated storage area.
3. Students must supply their own exam materials, just as would be expected in class. (This includes scantrons, calculators, pencils, etc.)
4. All exams will be monitored by proctors and cameras.
5. Students suspected of cheating will be required to surrender the exam and any other materials used during the exam and the instructor will be notified.
6. Students must complete their exams with their approved testing time.
7. Student will be seated according to the discretion of the testing administrator.
8. Students who wish to use a calculator owned by Alpha (if approved by faculty) must leave an ID or cell phone with the coordinator.
9. Readers may not provide any form of feedback during an exam.

10. If a student's exam is not in Alpha's Testing Center at the scheduled time, Alpha will provide the student with a receipt showing they appeared on time for the appropriate exam. Alpha will work with the student and instructor to reschedule the exam.