

The Basics

The Test Centre

The Test Centre at Fanshawe offers invigilation services for college academics as well as external client assessments and certifications.

Fanshawe College Academic Testing Types

- **Accommodated Student Support**

In accordance with Fanshawe's commitment to support students with disabilities, those who are registered with [Accessibility Services](#) can arrange to have in-person testing where needed. This option applies to all modes of delivery: in-person, blended, and fully online programs.

- **Missed / Rescheduled Evaluation Testing**

For accommodated students or missed tests, the Test Centre requires **two** full business days to process requests for in-person invigilation for missed or rescheduled tests. *Example: A student needs to write on a Wednesday, and the request must be submitted by the end of the day on Friday so that the Test Centre has two full business days (Monday and Tuesday) to process the booking.* The Test Centre requires **five** full business days to process the request for individual remote invigilation.

- **Connectivity Issues & Preventions from Writing at Home Support**

Students who identify connectivity issues or any other significant barrier, which prevents them from writing at home, can contact their professor to request the option to write their test on-campus in the Test Centre.

How to Book...

- **Accommodated Tests**

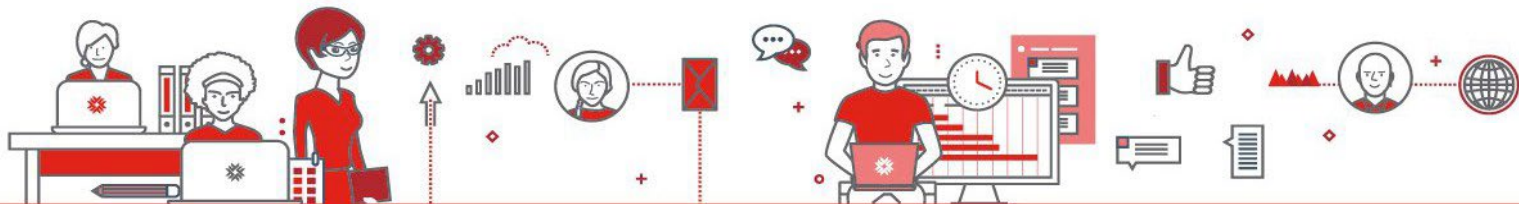
Students with accommodations will book tests using the *Accessibility Online Service Portal*. Through this portal, students can identify the required services they need as per their accommodation record. This service is available to all accommodated students currently enrolled for in-person, blended, online programs.

- **Connectivity Issues, etc.**

Students who experience issues that prevent them from taking tests from home follow the same process as 'missed/rescheduled', found below.

- **Missed / Rescheduled Tests**

1. Students must contact their instructor to request an opportunity to write in the Test Centre and, if approved, arrange an agreed-upon date and time.
2. Instructors must fill out the Test Centre Cover Sheet, providing detailed instructions about the student writing and the test being written.
3. Professors submit the coversheet and any additional test documents to testcentre@fanshawec.ca and allow the Test Centre staff **five** full business days to process the request for individual remote invigilation. *Example: A professor submits the cover sheet and test documents at noon on Monday so that a student can write the test after noon the following Monday (five full business days later).*
4. Test Centre staff will send scheduling confirmation by email to both the professor and student, verifying the successful booking arrangement.



Additional Details...

What are the Test Booking Timelines?

For accommodated students or missed tests, the Test Centre requires **two** full business days to process requests for in-person invigilation for missed or rescheduled tests. *Example: A student needs to write on a Wednesday, and the request must be submitted by the end of the day on Friday so that the Test Centre has two full business days (Monday and Tuesday) to process the booking.* The Test Centre requires **five** full business days to process the request for individual remote invigilation.

Please note: all testing is by appointment only. No drop-in testing is available.

What Happens When a Test is Scheduled?

When a test has been scheduled, the Test Centre will send out a confirmation notice via email to both the student and the faculty member. Included in the notification will be the appointment details as well as information about acceptable forms of identification and permitted materials.

What Test Formats Can the Test Centre Accept?

The Test Centre offers assessment services for both online (FOL) and paper-based tests. **Faculty who require specific software** for course assessments and have students who wish to use the facility are encouraged to contact the Test Centre to ensure installation and computer availability.

Revised Student Support When Taking a Test

- **Food & Drink Policy:**
We will allow students to have a lidded beverage with them and a quiet snack while they are writing their tests. Students who are writing at a desk with a computer will be asked to keep their beverage on the floor to prevent liquid damage to keyboards/computers
- **Bathroom Breaks:**
All students can attend the bathroom during their test time*
- **Headwear:**
We will permit all forms of headwear to be worn during testing*
- **Internet-Enabled Devices:**
Students will be asked to keep all internet-enabled devices in a Test Centre locker

*Restrictions may apply to external client assessments

Contact Information

Hours of operation:

Monday to Friday:
8:00 AM - 8:00 PM

Location:

Room F3005
519-452-4166
testcentre@fanshawec.ca

External Client Services

For inquiries into writing an external test at Fanshawe College's Test Centre, please contact:

519-452-4139
externaltesting@fanshawec.ca