

# For Students

As soon as your professor announces the test date, follow the directions below to book your test with the Testing Center.

## Student Test/Exam Booking Directions

[Video Directions](#) (5 min)

[Written Directions](#) (5 min)

## Tips for Test/Exam Booking

- If a human proctor is required and you want to use your testing accommodations, book your test with the Testing Center.
- It is important to schedule your test **at least one week** before the exam date through [the student portal](#) using your SHU username and password. If you miss the deadline, we cannot guarantee that you will get your desired time slot and location.
- Most exams are taken at the same time as the rest of the class, but there may be exceptions.

Example 1) If your professor mentions that they will administer a quiz during the first half of the class and lecture afterward, you may need to begin your quiz earlier to avoid conflict with the lecture.

Example 2) You must start and complete tests during the Testing Center's hours. If your class begins the test at 5 PM, you may need to start earlier to utilize your extended time and finish before the center closes.

- Upon completing your test booking, you will receive an email confirmation. **Always double-check** the date, time, and location in the email. You can also view your booked tests and appointments in [the student portal](#) under the "My Upcoming Events" tab.

## On the Day of Your Test

- Arrive at your chosen testing location (Main Testing Center or West Campus) at least 10 minutes before your booked time. Your check-in room is SS203 in the Main Testing Center and W-223-G on the West Campus.
- Please bring your SHU ID.
- Turn off all electronic devices, including your cell phone, smartwatches, and Fitbits, before entering a testing room. Store these devices in a locker.
- Bring only the materials explicitly allowed by your professor for the test. Leave all the other materials in the locker.
- You may access only the online test screen; unauthorized access to other tabs, notes, or internet browsers is strictly prohibited.
- If a Testing Center staff observes any violation of academic integrity, they will stop the test and report it to your professor.
- All students taking tests at the OSA Testing Center must follow the Sacred Heart University [academic integrity policy](#).