Make-up Exams

For the 2019-2020 year, Testing Services has been charged with focusing on providing accommodated testing. Make-up exams will be offered as a courtesy when space and staff permit.

SHAC Testing Services proctors make-up exams for PSU students who miss in-class exams or need to take an exam outside of the scheduled class time. Students must receive instructor approval to take a make-up exam with SHAC Testing Services.

Students registered for testing accommodations through the [Disability Resource Center (DRC)](https://www.pdx.edu/disability-resource-center) should refer to our information about scheduling an accommodated testing exam. Scheduling a make-up exam will result in a $12 fee for testing, and testing accommodations will not be applied to the exam.

**Student Responsibilities**

- Receive instructor approval.
- Schedule at least 24 hours before the intended appointment time.
- Communicate the appointment date and time to the instructor. This is required so that the instructor knows to send the testing materials. SHAC Testing Services does not reach out to instructors to notify them of student appointments.
- Arrive on the test date with a valid photo ID and test materials allowed for the exam.

**Fees**

A $12 proctoring fee will be billed to the student’s PSU account for each exam taken with SHAC Testing Services.

Testing Services charges a proctoring fee for make-up exams because this service is not funded by PSU or covered under student fees.

**Appointments**

- Appointments are required and available as space permits.
- Exams must be scheduled at least 24 hours prior to the intended appointment time.
- All scheduling is done through our [online scheduling system](https://www.pdx.edu/testing-services).
- To reschedule an appointment, contact SHAC Testing Services prior to the exam time.
- To cancel an appointment, contact SHAC Testing Services prior to the exam time, and you will not be billed the proctoring fee.
- If a student does not show up for the scheduled appointment, the $12 proctoring fee will be billed to the student’s PSU account.

**Testing Policies**

- Valid photo ID is required prior to testing.
- Only permitted testing materials are allowed in the testing room.
- All personal items and prohibited materials must be stored in lockers prior to testing. Lockers are free and secure.
- Prohibited items include, but are not limited to:
  - Cell phones, pagers, and other electronic and recording devices.

Phone: 503-725-5301  
Email: testing@pdx.edu  
527 SW Hall St., Suite 340
• Watches, fit-bits, and electronic bands.
• Hats.
• Bags.
• Food (including candy and gum).
• Beverages (including water).
• Any unauthorized testing aids.

• Testers may not access personal items, or leave the building, at any time during the exam.
• Time warnings will not be provided. Test takers are responsible for monitoring their testing time.
• Testing must be completed by 5 p.m.
• Tests will not be administered past the deadline set by the instructor or institution.
• SHAC Testing Services provides pencils, scratch paper (if allowed), and noise reduction devices.
• Testing rooms are monitored by closed-circuit cameras.
• Testing Services is a fragrance free environment.
• Children cannot enter the testing room and cannot be left unattended.

**Academic Dishonesty and Cheating**

The Student Code of Conduct provisions regarding disruptive behavior and academic dishonesty apply to exams administered at SHAC Testing Services. Students must abide by [Portland State University’s Code of Conduct](https://www.pdx.edu/dos/psu-student-code-conduct) and SHAC Testing Services Policies. Violations will be reported to the University Conduct and Community Standards office and the instructor.

Cheating includes, but is not limited to:

• Having non-permitted items in the testing room.
• Going beyond the allotted testing time.
• Accessing prohibited materials during testing.
• Giving or receiving help from other students.

**Linked Content URLs:**

Disability Resource Center – [https://www.pdx.edu/drc](https://www.pdx.edu/drc)

SHAC Testing Services Appointment Registration Site - [https://www2.registerblast.com/pdx/Exam/List](https://www2.registerblast.com/pdx/Exam/List)

Portland State University Code of Conduct - [https://www.pdx.edu/dos/psu-student-code-conduct](https://www.pdx.edu/dos/psu-student-code-conduct)