

FINALS NEWSLETTER

SALUTATIONS!

We appreciate your good and faithful work to educate and encourage Messiah's students this semester. As we near the end of our fall term, we are looking forward to partnering with you for final exams.

This newsletter contains helpful and important OAA testing information.

We are encouraging students to sign up for their finals with us well in advance of the **registration deadline of Wednesday, December 11th**. Will you please join us in reminding them to sign up now?

Allowance will be made for mitigating circumstances, but our hope is for 95% of our testing slots to be set immediately following the registration deadline.



FACULTY EXAM REPORT CAN HELP YOU

You have access to an OAA tester report to keep track of your OAA student tester/s. In FalconLink, the tile is labeled as **Test Proctoring - Faculty Exam Report**. Once in the report, you can check pertinent details, including appointment date, exam time, and student accommodations. You can share proctoring notes with OAA and upload an upcoming exam file by clicking the 'edit' button. The report supports searches by student or class and allows you to see whether you have sent exam information to OAA. (Please see the attached document with visuals.) We hope this report will be a helpful tool as you manage your student/s testing with us. (The recommended browser for the Faculty Exam Report is Chrome.)



Upon receipt of the automatic email notifying you of a student's test registration with OAA, could you please take a quick glance to confirm the date and time selected by the student? If you do not approve of the date or time, please let us and the student know as soon as possible so that other arrangements can be made.

Since some students have multiple tests per day, there may be certain circumstances where we will need to work together to find a solution that maintains academic integrity and provides the student with the best opportunity to utilize their extra time accommodation.

For both paper and online exams, we request that you click “Upload Exam Information” (from the automatic notification email) and either upload the digital version of the paper test or leave us a note regarding the online exam.

Your notes about an online/Canvas test sent via the link in the email will be invaluable as we prepare to proctor final exams. Please let us know if there is a password and include any other special instructions, particularly if we should allow resources and materials in the testing room.

Thank you for your attention to these details.



ONLINE EXAMS

Canvas or other testing software

We would appreciate your help to double-check the test start and end times, the accommodation time, and the testing window for each student. The Faculty Exam Report contains many of these helpful details, so please be sure to bookmark that for quick reference!

You only need to upload one exam file or one copy of the notes **for each section** of your course. The testing app will then fill in the information for every other student who registers for the exam **in that section**.

Your notes about an online/Canvas test sent via the link in the email will be invaluable as we prepare to proctor final exams. Please let us know if there is a password and include any other special instructions, particularly if we should allow resources and materials in the testing room.



If you plan to drop off your exams with us, simply indicate that intent and the expected time of delivery in the “Notes” associated with your student’s exam.

Since we will be proctoring and handling hundreds of tests during the week of finals, the early delivery of your test/s will allow your student/s to get started on time and without unneeded anxiety. We sincerely appreciate your efforts to get us exams in a timely fashion.

SCANNING COMPLETED EXAMS

Our hope is to scan exams to professors within twenty-four hours of completion. We strongly encourage immediate review of email scans to confirm legibility. All final exams will be held in the Office of Academic Accessibility through the final grade appeal date for the fall 2024 semester. (Note: OAA staff will not be available to access exams on Saturday, December 21st or on Sunday, December 22nd, so please plan accordingly.) You are also welcome to pick up the completed exam/s before 4:00 p.m. on Friday, December 20th. Please let us know of your intention to pick up your test/s in the notes with the exam upload or with your other notes, and we will be happy to hold it/them for you.