

Course Exam Services (CES)

- **Standard Course Exams and/or Make Up Exams** (missed exams): **Cypress Campus Center Vista Learning Hub**
- **Student Accessibility Services (SAS) Accommodation Exams: Testing Center, DWWC 221**
 - The Testing Center will only administer course exams for students who have approved accommodations on file with Student Accessibility Services (SAS)

Scheduling Requirements

- Exams are **by appointment only**. No walk-ins or same-day appointments.
- Requests submitted on the exam due date cannot be accommodated.
- CES requires **1-2 business days** to process requests and send scheduling instructions to students.
- If an exam deadline falls on a weekend or holiday, the due date moves to the **last business day prior**.

Instructor Responsibilities

- Complete the CES Exam Form at www.alamo.edu/nvc/ces.
- Provide:
 - Maximum time limit for the exam
 - All testing instructions, approved materials, and special notes
 - Complete and accurate information
 - Remember that we in the testing center are **ONLY** allowing what is stated on the exam form. If a student requests additional time, or states that their professor allowed something that is not listed, that will be prohibited without instructor consent on the initial request.
- **Do not submit answer keys.**
- Only accommodations listed on the Exam Form will be permitted during testing.

Student Responsibilities

- Schedule an appointment after receiving CES instructions to student alamo email.
- Arrive on time and with enough time to complete the exam before closing.
 - Vista Learning Hub: Mondays – Thursdays: 8am – 9pm, Fridays & Saturdays 8am – 5pm
 - Testing and Assessment Center: Monday – Thursdays 8am – 5pm, Fridays 1pm - 5pm
- Bring all approved testing materials (calculators, notes, etc.). We **do not** supply these items.
- Students arriving more than **20 minutes late** must reschedule.

Exam Day Procedures

- CES strictly follows instructor-provided time limits. No Exceptions.
- Exams will end at the office closing time, even if **unfinished**. (see above for office hours)
- Students should be aware that wait times may occur during peak periods. Please plan accordingly.

Return of Completed Exams

- Exams are scanned and emailed to the instructor's Alamo email.
- Processing time: **1-2 business days** (up to **3 business days** during midterms and finals).

Contact Information

- **Standard Course Exams and/or Make Up Exams (missed exams)**
 210-486-4522 |  Cypress Campus Center Vista Learning Hub | nvc-tutoring@alamo.edu
- **Student Accessibility Services (SAS) Accommodation Exams**
 Desert Willow Welcome Center 221 |  210-486-4346 | nvc-assessment@alamo.edu