

- < Student responsibilities:
  - Arrange time and location:
    - < Academic Success Center or front desk of a regional campus  
ASC requires an appointment 48 hours in advance  
Contact (559) 453-5585 or <https://fresno.tfaforms.net/35>
    - < Or other mutually agreed-upon location  
e.g. faculty office, library, etc.
  - Allow enough time to use your entire allotted extended time
  - Communicate with the professor:
    - < At least three days in advance
    - < Where and when you plan to take your exam
  - Arrive on time with appropriate materials
  - If unable to take your exam as planned, contact the professor and ASC or regional campus staff to change arrangements.
- < Professor responsibilities:
  - Deliver the exam by hand or email to ASC or regional campus front desk before the scheduled exam time.
  - For timed online tests, make sure the time is extended appropriately.  
Contact the Center for Online Learning for assistance (559) 453-3460 or [col@fresno.edu](mailto:col@fresno.edu)
  - If an alternate exam is needed to protect integrity, it must be the same basic format with the same type of questions as the regular exam.
  - Provide complete test administration instructions.
  - Collect the exam after it has been completed.
- < Things to keep in mind:
  - A student's schedule may not allow for the exam to be taken at the same time as the