Hello Faculty,

Summer testing hours are limited, so please keep that in mind when working with a student to schedule a time that works.

Please review the information regarding the Testing Center and instructions on submitting the Testing Cover Sheet, etc.

If a student has a Reasonable Accommodations Plan (RAP), it's important to review what testing accommodations they are allotted prior to submitting the cover sheet.

The Testing Center is located in the Library.

SUMMER HOURS

Monday	9:30 - 5:00
Tuesday, Wednesday	8:30 - 5:00
Thursday	9:30 - 5:00
Friday	8:30 - 3:30

NOTE: Check webpage as that will have most up-to-date schedule https://nashuacc.edu/about/for-the-public/testing-services/testing-center/

It's important to discuss the date and test time with the student whenever possible to ensure the testing time does not overlap with the student's other course times.

If you schedule a test time, but cannot submit the test at the same time, submit the test using this email: nccasc@ccsnh.edu

Attached is a visual guide to help you locate the Testing Cover Sheet on the website.

Reminder: **Schedule & submit test at minimum 48 hours (2 business days) prior to the requested test date & time.** *TCS should mainly be used for students with Reasonable Accommodation Plans (RAP).*

PLEASE NOTE: If a student requests to use the Testing Center on the day of the test and is sent to the Library without proper notice, we cannot guarantee room availability or proctoring for that student.

ANY QUESTIONS or CONCERNS, please email: nccasc@ccsnh.edu

All the best!
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