Pop Quiz Procedure
Instructors are strongly encouraged to make arrangements to administer quizzes and pop quizzes within the department or classroom whenever possible so that students do not miss lecture portions of classes. In the event that accommodations within the department cannot be arranged, the following procedures are followed:

- Students will turn in testing accommodations form without any dates (in the event of a pop quiz) but with all other information completed.
- A few days before the pop quiz, the instructor will contact the CAPS office to schedule the quiz without the knowledge of the student.

The instructor will contact the student on the day of the pop quiz to let him/her know to report to the testing office instead of the classroom for the pop quiz.