

SAS Instructor Test Submission Guidelines

To ensure a smooth testing process, please submit exams along with administration instructions as soon as they are prepared, or at least **two business days before the scheduled appointment**.

Test Submission Methods:

Digital/Email: Send the test as an email attachment to **sastesting@marin.edu**. Please include the following administration details in the email body:

- In-class time limit
- Allowed/restricted materials
- Last date for test completion
- Any other relevant instructions
- Preferred return method

Paper Submission

1. **Inter-Office Mail:** Send paper tests via the mailroom (AC 256) to the **Student Accessibility** mailbox. Attach a cover letter with administration instructions. Please allow **1–2 business days** for pickup.
2. **Drop-Off:** Deliver paper tests to our **main office in SS 146**, located on the first floor of the Student Services Building.

Test Return Options:

Unless otherwise specified, completed exams will be returned to your mailbox in AC 256 or in the SMN. Alternate return options include:

- Scanned copies sent via email
- Return through your department mailbox via campus mailroom (AC 256)


For additional details, please refer to the attached **SAS Student Testing Guidelines**, which our counselors share with students at the start of each semester.

If you have any questions or concerns, please don't hesitate to reach out. We appreciate your cooperation!

Contact Information:

**Xenia Zarrehparvar - SAS Support
Services Specialist**


Test Proctoring Center – SS 119


 Phone: (628) 234-7706

 Email: xzarrehparvar@marin.edu

Student Accessibility Services (SAS)

 Email: sas@marin.edu

 Phone: (415) 485-9406

 Website: marin.edu/sas

N.B.: *SAS is scheduled to move into the CSS building on December 1, 2025. The SAS Test Proctoring Center may already be moving in October 2025 pending CSS readiness.*