

# Office for Students With Disabilities Test Proctoring Contract

**Eligibility:** The OSD director or the Learning Disability (LD) Specialist determines eligibility for test proctoring services. Eligibility is directly related to the student's disability-related educational limitations.

**\*\*\*Video Surveillance Will Occur During Testing\*\*\***

**Academic Dishonesty:** A student who is found cheating will be reported to the instructor. **That student will then have his/her testing services suspended** and will not be reinstated until a conference between the student, a OSD staff member and in some cases, the instructor is held.

## **Examples of cheating include:**

- Copying from another student's test or assignment
- Allowing another student to copy from your test or assignment
- Using the textbook, course handouts, notes, or taped information during a test without instructor permission
- Stealing, buying, or obtaining all or part of a test before it is administered
- Selling or giving away all or part of a test before it is administered
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity

## **Test Security**

- Your tutor may not administer your test.
- A OSD staff member or a OSD student worker who is currently enrolled in the same course may not administer your test.
- You may not pick up and drop off an exam unless you have the instructor's permission.

**OSD Test Facilitation Services:** Testing accommodations include but are not limited to: **extended time to complete the exam, a distraction-reduced environment, a reader and/or scribe, and use of a specific piece of equipment that is not available in the classroom.**

**Please Note:** "Extended Time" is to be used only for in-class, timed exams. Extended time is not granted for long-term projects such as take-home exams and papers.

## **The Student's Responsibility**

- Identify him/herself to the instructor by presenting a copy of the *Program Eligibility Verification* form.
- Schedule exams on the dates indicated in the syllabus and at the time the class normally meets, except for evening and Saturday classes. If the student wishes to take an exam at an alternate day or time, the instructor must first approve this before the exam is administered. **It is your responsibility to contact the instructor and make these arrangements.**
- Remind the instructor to make a copy of the exam available to OSD.
- Provide all appropriate supplies, such as Blue Books, Scantron forms, paper, and writing utensils.

**How to Request Accommodations for Testing:** Requests for testing accommodations can be made by requesting the *Test Accommodation Request Form* **at least one week / seven (7) days before the exam** is scheduled. It is your responsibility to make an appointment to reserve the test proctoring room (and a reader/scribe if necessary).

**Please Note:** A request that is less than 7 days may result in the instructor not being able to accommodate your needs and/or there may not be room in the test proctoring room for you to take your exam. **It is your responsibility to give OSD and your instructor adequate lead-time to fulfill your request.**

One form must be completed for each exam the student plans to take. The OSD staff will complete the upper portion of the form. The student will then give this form to the instructor, who will complete the *Special Instructions Section* of the form and sign it. The instructor will then return this request form, with the exam materials, to our office or mailbox before the exam.

**Please Note: No aides such as calculator, open books, open notes, etc. will be allowed unless the instructor specifically indicates that these items are allowed.**

### **When It's Test Time**

- **Books, backpacks, purses, bags, cell phones, sidekicks, etc., must be left outside the test proctoring room and the electronic devices must be turned off or on silent mode. This applies to everyone.** Exceptions will be made if they are requested by the instructor and are indicated on the *Special Instructions Section*.
- Regardless of when the student begins taking the exam, the exam will be picked up when the time indicated on the *Test Accommodation Request Form* has elapsed.
- If the date and time indicated in the *Test Accommodation Request Form* has passed, the exam will be returned to the instructor. The test will be held and administered at a later time or date only if the instructor contacts our office to give his/her permission to do so. It is the student's responsibility to contact the instructor.

### **During the Test**

- Students may not converse with one another while in the test proctoring room. This includes verbal and non-verbal communication.
- **Food or drinks are not permitted in the testing area.** Water is the exception.
- Students taking an exam may not leave the room for any reason unless given permission by a OSD staff member. **Students should take bathroom breaks before the exam begins.**
- A student may not take separate parts of the exam at different times unless prior permission is obtained from the instructor.
- If a student is allowed to have a disability-related break during an exam, he/she may not leave the OSD office area.
- Testing room doors must remain unlocked and the blinds must remain open.
- A OSD staff member will monitor test-takers. The proctor may examine the papers on your desk and will enter the room periodically or may sit in the test proctoring room the entire time of the exam.

### **After the Test**

- Turn in all test materials, including scratch paper.
- OSD will return the exam to your instructor using the information on the Test Accommodation Request Form.

I have read or I have had this form read to me and I understand the above rules. I further understand that any violation of this test-proctoring contract may result in the suspension of test proctoring services. I have been given the opportunity to ask questions. I agree to comply with the rules. Further, I am aware that the Test Proctoring Room is monitored.

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Student Name

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Student Signature

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Date