

# Disability Services Test Proctoring Contract

## Steps to Follow Each Semester

1. Complete the Semester Academic Adjustments Request form and submit it to Disability Services DS . You may also email your schedule to **tx.ds@txcc.comnet.edu**
2. Pick up and sign Learning Profile(s) from the Academic Support Center (ASC). **If you do not do this, you will not be able to sign up to take your test in the Center.**
3. Identify yourself to the instructor by presenting your Learning Profile to him/her.

## The Student's Responsibility

1. Remind the instructor to make a copy of the exam available in the ASC.
2. Arrive on time for your test. Failure to arrive on time compromises the DS testing schedule for that day.
3. If you are more than **30 minutes** late for your exam, the test will be returned to the instructor and you will need to reschedule another time to take the exam. The instructor must give DS approval of the new time via email, phone, or in person.
4. **Call the ASC (860-773-1530) 24 hours in advance if you need to cancel or reschedule your testing time.**
5. You must alert your instructor that you will need to change the time of the test and the instructor must submit their approval via email, phone, or in person. **You may not test without this approval.**

## The Instructor's Responsibility

1. Make a copy of the test available in the ASC.
2. Complete the top sheet (pink form) that identifies what students may use for the test. **The instructor must approve the use of calculators, open books, open notes, etc.**
3. Notify the proctor of any special circumstances regarding the test.
4. Pick up the completed exam in the ASC.

## Disability Service's Responsibility

1. Provide a reduced distraction environment in which to take a test.
2. Keep record of the time you begin the test and when you need to finish.
3. Review the test proctoring agreement with the student.
4. **The proctor cannot clarify test questions or give you help.**
5. The proctor cannot give you permission to leave the testing area to return at another time.

## How to Request Testing Adjustments

1. Complete the green “Academic Adjustment Testing” form at least **2 business days prior** to the test/exam. A request that is made in less than **2 business days advance notice** may result in the ASC unable to accommodate your proctoring request.
2. **If you are emailing the test request, please send it to: tx-ds@txcc.commnet.edu**
3. We advise that you go through your syllabi and submit green sheets well in advance of the actual test dates.
4. Please reserve a testing time for your **FINAL EXAMS** at least **7 days in advance**. We have limited space in which to proctor exams and you want to make sure you can reserve a seat.
5. If you need a reader and/or scribe the green form must be submitted **7 days in advance** to ensure a proctor is available for you. Contact DS staff if you cannot meet this requirement with certain exams.
6. Submit the green form by placing it in the box labeled **TEST REQUESTS** in the ASC.
7. **NO FORM, NO APPOINTMENT!** Seats are limited in our proctoring rooms.
8. Make sure you schedule enough time to complete the **test by 5:45 P.M. Monday through Thursday and by 1:45 P.M. on Friday.**

## During the Test

1. Have your testing materials ready **BEFORE** entering the room. You must be respectful of other people who are testing as well.
2. You will not be allowed to leave the room once the test has started unless it is specified in your learning profile. **Please take care of all personal needs (food, drink, restroom) prior to checking in for your test.**
3. Books, backpacks, bags, cell phones, iPads, etc. must be left in a designated area. All electronic devices must be turned off or on silent mode. This applies to everyone.
4. **Food and drink are not permitted in the testing area.** Water is the exception.
5. No talking is allowed in the testing areas.

## After the Test

1. Turn in all test materials, including scratch paper or throw away before leaving.
2. The proctor will return the exam to the instructor’s file.

## No Shows

If you are late for a test appointment more than 3 times or fail to show without notification for more than 2 test appointments, your test proctoring services will be **suspended** and will not be reinstated until you meet with a Learning Disability Specialist.

## **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 learning disability specialist, and 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.
- Failing to follow test-taking procedures, including talking during the test, ignoring stopping and starting times, or other disruptive activity.

**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 agreement 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.**

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**Printed Student Name**

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**Student Signature**

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**Date**

09/2014