



Testing Center User Agreement

The information provided below will assist students who have been preapproved for testing accommodations with the exam administration process. Please refer to this agreement throughout the semester if you have any questions or concerns. If this information does not answer a specific question, please contact Student Disability Services directly.

How to Request Exam Accommodations

1. Students can submit an Exam Requests to Student Disability Services by:
 - a. Email: disabilityservices@ccsu.edu
 - b. [Online**](#)
 - c. In person: Carroll Hall, Room 150
2. Students can make exam requests as early as they are aware of exams, but Exam Requests should be submitted at least 3h 7 business days prior to the exam.
3. When submitting Exam Requests, please provide:
 - a. Your name
 - b. Name of the course (e.g. HIST 100)
 - c. Name of the professor
 - d. Time that the class is taking the exam. Note: Exams need to be taken at the same time the class is taking it. Exceptions include:
 - i. You have a class immediately after (and in some cases before) that limits your time.
 - ii. You have an evening class that meets once per week and/or that begins after 6 PM.
 - e. Indicate that you need a READER and/or SCRIBE, if applicable. The need for these accommodations may alter the time and date of the exam due to the availability of a reader and/or scribe.
4. Make sure you schedule enough time to complete the **exam by 7:45 PM Monday through Thursday and by 4:45 PM on Friday.**
5. Be sure to submit FINAL EXAM requests at least 7 business days in advance. We have limited space in which to proctor exams and you want to make sure you reserve a seat.



During the Exam

1. Have your exam materials ready before entering the room. You will only be allowed to have items that have been preapproved by your professor, as indicated on the Exam Proctoring Checklist.
2. Please take care of all personal needs (food, drink, restroom) prior to checking in for your exam. Food and drink are generally not permitted in the exam area.
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. You must be respectful of other students who are taking exams. No talking is allowed in the SDS Testing Center.

After the Exam

Turn in all exam materials, including scratch paper, to the Testing Center Proctor before leaving.

The Student's Responsibility

1. Remind your professor that you plan to take your exam in the SDS Testing Center. Alternately, if you choose to take your exam with your professor, you will need to make arrangements with them in regards to time and place.
2. Arrive on time for your exam. Failure to arrive on time compromises the SDS proctoring schedule for that day.
3. Maintain the academic integrity of the exam process and avoid all forms of cheating and plagiarism.
4. If you are more than 30 minutes late for your exam, you will need to reschedule the exam with the professor. The professor will need to contact SDS with an approval to take the exam at another time.
5. **If you need to cancel or reschedule your exam, you must immediately notify SDS by telephone at (860-832-1952) or by email at disabilityservices@ccsu.edu. Please note that you will also need to notify your professor.** The professor will need to contact SDS with an approval to take the exam at another time.



Student Disability Services Responsibility

1. Provide a distraction reduced environment in which to take an exam.
2. Keep record of exam start and end times.
3. Maintain exam security and integrity of the SDS Testing Center.
4. Document and report all suspected violations of the CCSU Academic Misconduct Policy.
5. The proctor cannot clarify exam questions or give you help.
6. The proctor cannot give you permission to leave the proctoring area to return at another time.
7. Return completed exam to professors.

Faculty Responsibility

1. Provide the exam to SDS via email, fax, intercampus mail, or by delivering it to SDS in advance of the scheduled exam date and time.
2. Provide a completed Exam Proctoring Checklist to SDS that identifies the time allotted non-disabled students and the materials students are permitted to use during the exam. The professor must approve the use of scratch paper, calculators, open books, open notes, etc., as applicable.
3. Notify SDS of any special circumstances regarding the exam.

My signature below certifies that I have read, understand, and agree to comply with the above guidelines and my responsibilities. I further understand that any violation of this Testing Center User Agreement may result in the suspension of exam proctoring services through SDS. I have also been given the opportunity to ask questions.

Student Signature

Date

SDS Signature

Date