



Exam Accommodation Agreement

By signing below, I understand that if I choose to take my exams at the Testing Center, I must agree to the following;

I must give my instructor my Accommodation Letters and discuss with them my accommodation needs during the first few days of the quarter or as soon as possible.

I must provide a copy of the Accommodation Letter to Testing Center if I plan to take the exams at the Testing Center.

To schedule an exam, I must submit the “Test Proctoring for ODS” form to Testing Center no later than three (3) business day before the requested exam date.

It is my responsibility to communicate with my instructor to make sure that Testing Center has all necessary information, completed forms, etc., before the day of the my exam.

It is my responsibility to arrive on time for my exams. I understand that Testing Center will not proctor the exam if I’m more than 15 minutes late. I understand that I will need to get instructor’s approval to take the exam at a different time (late arrival, missed exams, or cancelled exams, etc).

I agree to complete my exams within Testing Center’s regular business hours.

I understand that I am expected to follow any special instructions provided by the instructor (e.g., open books, notes, calculator, etc).

I understand that any conflicts, discrepancies, or any suspected behavior related to the exam will be documented and a copy will be provided to the instructor.

Student Name

ID Number

Student Signature

Date

ODS Staff Signature

Date