

Alternative Testing Procedures and Code of Conduct

Please read the following carefully. Your signature at the bottom of the page indicates that you understand and agree to follow these testing procedures.

- **Inform the instructor** that you receive alternative testing as an accommodation.
- **Give test request forms to the Dean of Student Success** as soon as possible. We cannot guarantee that we can get the test from the professor with less than three days' notice.
- Complete and return the request form to the Dean of Student Success at the beginning of the semester, and she will confirm the accommodation to the instructor.
- Exams will be scheduled for the same day and time as the class. If another class conflicts with your accommodation of extra time, you will need to fill out the "Permission to Change Testing Time" form and turn it in with your instructor's signature.
- You are expected to arrive for your test on time. If you miss your testing time, it is up to your instructor to determine whether or not you may reschedule.
- The Dean of Student Success cannot modify or clarify any instructions or questions on your exam.
- If supplemental materials (books, notes, calculator, etc.) are permitted on your test, please have the instructor notify the Dean of Student Success.
- Backpacks, coats, etc. and cell phones should not be kept near the testing table.
- With occasional exceptions, you may not leave the testing area once you have begun your test.
- Tests will be proctored either live or via closed circuit television.

Test-Taking Ethics

The following activities are considered a breach of the code of conduct for testing, and will be reported to the instructor:

- Receiving or providing unauthorized assistance during exams
- Using unauthorized materials during an exam, such as notes (You do not have to get caught using them; simply having these in your possession is a breach of the code.)
- Disclosing the form, content, difficulty, or any other information regarding the test to anyone who has not taken the exam.
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I understand and agree to comply with the testing procedures and ethical expectations.

Signature _____ Date _____ revised 10/2018